



Insurance Industry

Our students support daily operations in insurance firms by assisting in areas such as administrative support, customer service, claims processing, data management, and IT. Through these hands-on roles, students develop strong professional skills in communication and problem-solving, while gaining meaningful exposure to careers in insurance operations.

Common Tasks and Responsibilities

1. Administrator Support

- Assisting in coverage of front desk or reception
- Calendaring and setting appointments as needed
- General organization and support of reception area
- Inbound and outbound calls

2. Customer Support

- Enter customer information into database
- Process and respond to product feedback
- Process and respond to service feedback

3. Database Management

- Archiving documents or files within database
- Data entry for employees
- Editing and updating documents within database
- Scanning, uploading and adding documents to database

4. Tech Support Specialist

- Computer and printer maintenance
- General audio/video troubleshooting
- Manage equipment inventory
- Provide training on basic software/hardware

5. Claims Processing Assistant

- Assist with initial claims intake and documentation
- Organize and file claims-related paperwork
- Communicate with customers to gather missing information
- Enter claim data into processing systems
- Support team with follow-ups and status updates



Have another area that could benefit from project-based or day-to-day support?
Let's talk about how Cristo Rey Orlando students can help!

"Partnering with Cristo Rey has been an incredibly rewarding experience. The students bring energy, professionalism, and a willingness to learn that positively impacts our team every day. They've supported critical tasks in customer service, claims, and data management, and in return, we've had the privilege of helping shape the next generation of talent in the insurance industry."

— Maria Lopez, Operations Manager, BrightPath Insurance Group



Interested in becoming a Corporate Partner and learning more? Join us in shaping the future.

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