

Robert Smith

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Benefits Representative - Full Time

SUMMARY

To associate with an esteemed organization that provides me an opportunity to show the skills & improve knowledge with the latest trends and to be a part of a team that works dynamically the growth of the organization. Knowledgeable Benefits Representative with a proven track record of exceeding client expectations.

SKILLS

Microsoft Word, Excel, Typing WPM 30, and Switchboard.

WORK EXPERIENCE

Benefits Representative - Full Time

ABC Corporation - April 2006 - August 2007

- Assisting customers with picking out the best medical insurance plan for their family.
- Verifying what medical plan is of interest to the customer and explaining the benefits of that plan.
- Helping the clients figure out how much their prescription cost will be when they go to the pharmacy.
- Also counseling them on how much their premiums will be per pay period as well as the annual amount of their insurance plan.
- In addition, issuing out medical forms for participants to sign to ensure they stay in their medical plan.
- Advising them on any discrepancies they might have had on documents that were sent out.
- Also assisting them with password resets on their accounts and any ongoing issues they are having regarding their medical carrier.

Benefits Representative

ABC Corporation - 2004 - 2006

- Conduct interviews with applicants to determine eligibility for public assistance programs.
- Explain rights and obligations, explain public assistance programs, elicit pertinent social, personal and financial data necessary to determine eligibility and extent or amount of benefits.
- Conduct interviews and direct clients to other agencies if necessary.
- Interpret and explain regulations, policies, and procedures to applicants, clients and the general public.
- Research regulations pertinent to cases being processed.
- Compile information for and attend fair hearings.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS in Political Science - 2012(University of Nebraska Omaha - Omaha, NE)