Leave of Absence Coordinator

ROBERT SMITH

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Objective

Hardworking, goal-oriented individual looking to obtain employment that will allow me to further grow in the field of Health Administration.

Skills

Claims Management, Business Process, Project Management, Clinical Research, Microsoft Office, Professional Coordinating/Collaboration, Data Analysis.

Work Experience

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ABC Corporation - September 2013 – 2020

- Approved medical and personal leave for employee at Wal Mart and Sam Clubs in the surrounding states.
- Involved following FMLA federal guide lines.
- Used creativity and sound judgment in making recommendations to resolve issues.
- Responsible for answering incoming calls regarding leave management and disability inquires.
- Met at least weekly with them to find their strengths and weaknesses and introducing them to new ways of putting our customers first while being themselves.
- Created processes for auditing, tracking, and reporting related to work place accommodations usage in the center.
- Pointed of contact in staff meetings to communicate business results.

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Delta Corporation - 2011 – 2013

- Analyzed FMLA claims to determine eligibility and certification in compliance with state and federal regulations -Promoted to a management position .
- Helped improve return to work process which resulted in getting employees back to work in a more timely fashion Managed all aspects of the leave of .
- I serve as a leave of absence specialist at Sedgwick CMS for a major retail client.
- Specialized in the Federal Family Medical Leave Act (FMLA) Coordinates personal leave requests Coordinates human resource related interactions with .
- Interpret and explain human resources policies and procedures within federal, state and store policy.
- Used Team building skills, Microsoft, Customer Service, Federal and State Job protected leave requirements.
- Handled the walmart account for Fmla, personal, medical leaves of the Associates, determined if the were eligible for the leaves set them, approved .

Education

High School Diploma

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