
Benefits Advisor Resume

Job Objective

Seeking a position as a Benefits Advisor in a highly established organization that will further boost my career in the industry today.

Summary of Qualifications:

- Wide experience of progressive employee benefits with health and welfare
 - Familiarity with HIPAA, COBRA, 401k, HR and ERISA
 - Good understanding of insurance procedures and patient interaction
 - Extensive knowledge of Health coverage, retirement plan and generous tuition reimbursement
 - Proficient with Microsoft Office Suite applications, email and website interaction
 - Ability to read, analyze and interpret procedure manuals, insurance applications and policies
 - Ability to communicate professionally and courteously through verbal and written interaction
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Work Experience:

Benefits Advisor, August 2005 – Present
SafePath Benefits, Inc., Almo, ID

- Developed new opportunities through networking and establishing relationships.
- Interacted with the Clients to accurately learn what program options are being requested.
- Communicated with the client and client's employee, progress towards achieving a positive resolution to their claims, problems and questions.
- Attended all issues, claims and problems related to client's coverage and those specifically related to individual employees.
- Developed and maintained a proactive service plan on a quarterly basis.
- Coordinated the employee enrollment meetings.

Benefits Advisor, May 2000 – July 2005
Metropolitan Jewish Health System, Almo, ID

- Utilized the consultative skills to assess the client's needs, determined the best insurance plan and assessed appropriate eligibility.
 - Communicated the costs and benefits of Medicare insurance plans through the telephone.
 - Interpreted and applied the various guidelines across multiple insurance carriers to applicant-specific health scenarios.
 - Developed detailed formal meeting summaries after client meetings and followed-up on outstanding items.
 - Scheduled and began the process of renewals for all existing clients.
 - Assisted the clients relative to issues with.
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Education:

Bachelor's Degree in Counselling, Ventura College, Ventura, CA

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