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## Benefits Consultant Resume

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### Job Objective

To obtain a Benefits Consultant position where I will get a chance to utilize my knowledge and my experience.

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### Work Experience:

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Benefits Consultant, August 2005 – Present  
WellCare, Arverne, NY

- Generated and produced referrals utilizing sources other than support by corporate.
  - Performed and conducted prospective sales and renewal presentation meetings.
  - Communicated and interacted with clients concerning daily service issues.
  - Utilized Health Carrier Software to produce rates and performed provider searches.
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### Summary of Qualifications:

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- Remarkable experience in benefits consulting and administration
  - Familiarity with Human Resources function and policies
  - Skilled in the benefits enrollment process, compiling data and generating reports
  - Proficient with SAP, payroll, Microsoft Office application and Rating Software
  - Ability to manage clients and projects independently
  - Ability to maintain confidential information
  - Ability to provide guidance to clients in the decision-making process
  - Excellent customer service and mathematical skills
  - Superior verbal and written communications skills
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### Education:

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Bachelor of Science in Marketing, Northern Kentucky University, Kentucky, KY

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