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## Eligibility Specialist Resume

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### Job Objective

Seeking a position with a growing company where my training as an Eligibility Specialist, education and experiences can be put to good use

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### Highlights of Qualifications:

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- Remarkable experience in group insurance
  - Huge knowledge of eligibility criteria
  - Deep knowledge of figures and basic filing techniques
  - Amazing ability to operate computer keyboard
  - Outstanding ability to manage administrative support functions
  - Superior organizational and analytical skills
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### Professional Experience:

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Eligibility Specialist  
Express Scripts, Portage, OH  
May 2006 – Present

- Evaluated incoming referrals and managed verification of Benefits and Eligibility.
- Managed investigation of eligibility by phone.
- Maintained documentation of inquiries.

Eligibility Specialist  
TERRA Staffing Group, Portage, OH  
March 2003 – April 2006

- Evaluated eligibility and imparted information to insured members.
  - Managed with COBRA, HIPPA and FMLA compliance.
  - Handled typing assignments and formulated reports.
  - Aided coaching new employees.
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### Education:

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Bachelor's Degree in Business Management  
Francis Marion University, Florence, SC

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