

Robert Smith

Associate Benefits Counselor

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SUMMARY

Seeking a position in Sales or Customer Service where extensive experience will be further developed and utilized.

SKILLS

Bilingual Spanish, Management, Benefits Administration.

WORK EXPERIENCE

Associate Benefits Counselor

Colonial Life Insurance - May 2004 – 2020

- Enrollment and Administrations counselor. Experience in medical and voluntary benefits coverage.
- Experience in providing counseling services related to medical benefits.
- Experience and knowledge of group enrollments and worksite insurance.
- Offered a range of benefit options to clients and helped them understand the complex features of wellness plans.
- Provided information on varied rates and maintained customers information in the electronic databases.
- Sold indemnity products to new customers as well as informed them about family coverage plans.
- Advocated for web-based presentations for new employees.

Benefits Counselor

ABC Corporation - 2002 – 2004

- Assist clients with applications and follow-up for Social Security Disability - Insurance, State Disability Insurance, Supplemental Security Insurance, - Unemployment, General Assistance, and CalFresh.
- Advocate for clients with Social Security overpayments and underpayments.
- Help clients apply for Medicare, Part D enrollment, and Medi-Cal.
- Refer clients to vocational programs and community support programs.
- Keep accurate records and document client assistance provided.
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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS in Business Administration - 2009 (University of Phoenix - Costa Mesa, CA)