

Andrea J. Schaeffer
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Dear Hiring Manager,

I am excited to submit my resume for Supervisor of Claims Operations. The position sounds like a great opportunity to best utilize my skill set. I am an analytical leader looking to galvanize new procedures and improve on antiquated processes in the healthcare industry.

I currently work for Meritain Health (an Aetna company/CVS) as a team lead to claims auditors, in the Quality Analysis department. I oversee 22 auditors, provide necessary training, assign inventory, review auditor rebuttals, and perform audits on more sensitive claims. Within this roll I have the authority to make more effective processing and documentation changes, which is always my goal. My current lead position made me realize, I am great at managing tasks and forging relationships with my subordinates, and that I can influence greater change the higher I go.

Having worked for multiple insurance carriers and a network of over 170 providers for many years; I have acquired a vast understanding on the intricate workings & processes of both parties. I have extensive experience in a fast paced & production-based environments. I am project oriented with a proven history of meeting deadlines and exceeding goals. I have a high adaptability to software and a knack for identifying system issues.

I've accomplished a great deal in my current position, but I am ready for something more. I feel my innovative mindset and strong background in claims operations would make me a great asset to Allied Benefit Systems. I would love to schedule a time to discuss some of my accomplishments and the roll further.

Enclosed is my resume. Thank you for your time and consideration.

Sincerely,
Andrea J. Schaeffer
631-459-9200