***Angelina L Huff***

***73 Natick Street ▪ Hartford, CT 06106 ▪ 860-216-5554 ▪ 860-796-8930***

***~Administrative Assistant ~***

**Core Skills**

* Exceptional computer skills. Proficient in Windows XP.
* Time management skills a plus, ability to handle large volume workload, work with little or no supervision.
* Ability to handle stressful situations and exercise appropriate judgment in a sensitive confidential situation.
* Tactful and courteous when dealing with individuals of all socioeconomic groups

**Professional experience**

**Aetna Human Resource Payroll Service/Check Service/12/09-09/2010**

Aetna Health Insurance Co Hartford CT

Verification of Citizenship static’s through the E-verify system utilizing Department of Homeland security database as well as Aetna database

**Aetna Health NSO Eligibility Dept/10/09-11/09**

Aetna Health Insurance Co Middletown CT

Verification of Aetna employees and confirming the use of AAS database with the use of the excel database as well as Aetna access internal programs.

**Administrative assistant (**Assignment located at Connecticut Children/**9/08-06/09**

Medical Center - Injury Prevention Center).

Lauren Staffing Temp Agency, East Hartford, CT

Within the department I’ve performed all Administrative Assistant duties.

**Credentialing Analyst /9/07- 3/08**

Aetna Insurance Co. Middletown Ct

Verification of providers credentials, to ensure provider have met educational, license, training and work history required by state and federal government to practice and perform all duties related to their degree. Demonstrated and exercised knowledge of all office equipment and computers.

**Customer Service Representative/2001-2006**

Cigna Insurance Company**,** Bristol CT

Demonstrated interpersonal skills with the ability to manage multiple priorities. Proactively communicated with customers on impacts service (i.e. billing, benefits and company compliance). Investigating and solving escalated and complex Customer Service issues, calls and complaints. Researched issues and concerns for members and providers to provide a solid resolution with service of excellence. Performed daily the strong use of communication with third party vendors, hospital and collection agencies.

**Education**

**Everest University/01-2011-2013----**Concentration of study (Criminal Law).