

C. H. Ron Ological

Street Address
City, ST ZIPCODE
(222) 555-1234
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CAREER SUMMARY

An energetic and highly motivated professional dedicated to customer loyalty and satisfaction. Possess more than 20 years of extensive and proven ability in management and employee benefits environments, focusing on all areas of third-party administration, including medical, dental, vision, flex claims administration, self-funded, PPO, HMO and POS plan administration, including COBRA and HIPAA. Seeking position in benefits management to use expertise, comprehensive benefit knowledge, skills and management principles.

EDUCATION

University of Somewhere, City, ST

- Bachelor of Business Administration, 06/1984
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PROFESSIONAL EXPERIENCE

Latest Employer, City, ST

Vice President Operations, 05/2000 -- present

- Managed operations of third-party administrator including eligibility, claims, stop-loss reinsurance and acquisition team;
- Interfaced with clients and brokers to implement plan and benefit changes, including oversight of input parameters, documents and prescription programs;
- Used Sungard Corbel to develop, produce and maintain plan documents and summary plan descriptions; and
- Proficient with Luminx claims payment software, which monitors plan and employee provisions.

Next-to-Last Employer, City, ST

Implementation Coordinator, 04/1998 -- 05/2000

- Participated in medical review board of third-party administrators providing support of plan provisions in the determination of pre-determination and appeals of benefits;
- Demonstrated ability to work with Preferred Provider Organizations, Pre-Certification and Medical Case Management vendors to best serve plan participants;
- Integrated Federal Regulations into operations of Third Party Administrators; and
- Interfaced with clients and brokers to implement new and renewal plans, and benefit changes such as oversight of plan input parameters, plan documents and prescription programs.

Earliest Employer, City, ST

Director of Operations, 10/1984 -- 04/1998

- Demonstrated ability to best serve plan participants by working with Preferred Provider Organizations, Pre-Certification and Medical Case Management vendors;
 - Integrated Federal Regulations into operations of Third Party Administrators;
 - Provided proven leadership skills to Third Party Administrator staff by adhering to principals of fairness as well as inspiration to reach potential; and
 - Demonstrated excellent written and verbal communication skills in all aspects of operations.
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PROFESSIONAL DEVELOPMENT

Company, City, State

- Completed 30 hours of HIPAA training, 05/1997.
- Society of Professional Somethings,
- Attended annual meetings and information sessions.