

Jeanmarie Sullivan Feeney

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Objective: To obtain a permanent position in a dynamic work place, where I can utilize the skills I have obtained through previous work experience.

EXPERIENCE:

Eligibility Coordinator:

BeneSys, Inc. April 2016 - present

- Determine and maintain member and or/dependent eligibility for health care benefits
- Review month end reports to determine eligibility, reinstatement and terminations of health care coverage
- Process all enrollment forms
- Verify and maintain employee vital information
- Monitor discrepancy reports and resolve issues with vendors
- Approve weekly extract reports
- Assist with open enrollment process
- Set up Cobra coverage for dependents, surviving or divorce spouses
- Communicate with various vendors and maintain relationships
- Interface with department management including Contributions, Audit and Accounting
- Compose correspondence in relation to eligibility

Service Representative

Amalgamated Life Insurance Co. May 2013 - May 2016

Alicare - Third Party Administration Charlestown Ma.

- Responsible for responding to simple and complex inquiries, solving non routine problems using independent judgment and discretion
- Coordinate with Account Executives to ensure clients' needs and potential problems are averted using independent judgment and discretion
- Input and maintain all appropriate contact data and service request
- Coordinate monthly funding for all benefits and administrative payments
- Coordinate and complete all members' mailings for any benefit changes and/or updates. Day to day communication with all other Fund's professionals (consultants, attorneys, auditors, etc.)
- Review eligibility reports on a quarterly basis
- COBRA administration: Produce offers and maintain excel database with status
- Manual enrollment, deletions, updates on members' health coverage
- Administer Benefits for Asbestos Workers Local 6, Local 8 (Liquor Salesmen) and Boston Newspaper

Administrative Assistant 2011-2013

Clifford Law Office - Charlestown Ma.

- Reviewed and maintained files
- Prepared letters to clients as well as Attorney's
- Coordinate appointments and calendar

- Reviewed documentation
- Filing, typing, scanning and phones
- Communicated with Attorney's, Courts and Clients

Head Clerk 1994-2000

City Government of Boston Treasury Department Boston Ma.

- Direct report to the Assistant Collector Treasurer
- Performed primary administrative and accounting functions
- Managed all personnel records
- Managed all contracts, insurance policies and invoices for the division
- Developed and maintained general ledger books, cash books, subsidiary and general ledgers
- Reconciled bank accounts
- Produced, analyzed and reviewed administrative and accounting reports
- Maintained and managed time records including work time, sick leave and vacation allowance for all department employees

Skills

Proficient in Microsoft Office, Word, Excel, Vitech, Office Records and Management