

# **Jeanmarie Feeney**

Andover St.

Andover Ma. 01810

[jean.feeney3@gmail.com](mailto:jean.feeney3@gmail.com)

617-872-4504

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

## **Work Experience**

### **Eligibility Coordinator/Receptionist**

#### **BeneSys, Inc**

April 2016 to October 2016

- 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. Answered phones and handled mail.

### **Service Representative/Receptionist**

#### **Amalgamated Life Insurance Co - Charlestown, MA**

May 2013 to May 2016

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. Answered phones and handled mail.

## **Administrative Assistant/Receptionist**

**Clifford Law Office** - Charlestown, MA

2011 to 2013

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**

**City Government of Boston Treasury Department Boston Ma** - Boston, MA

1994 to 2000

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, Outlook), Vitech, Office Records and Management