

Name

Contact Information

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HIGHLIGHTS OF QUALIFICATIONS

- Effective communicator, both written and verbal.
- Strong team player and independent worker as required.
- Flexible and adaptable to change.
- Detail oriented and highly organized.
- Efficient at multi-tasking.
- Strong computer skills and aptitude.

PROFESSIONAL EXPERIENCE

LEGAL ASSISTANT II

Company, Denver, Colorado

June, 2001 – Present

Company offers a full range of managed care, life, and disability insurance, 401(k) and retirement investment products and services.

Corporate Governance Group

- File 10K, 8K, 13F corporate securities filings with the Securities & Exchange Commission.
- Responsible for coordinating all aspects of quarterly board meetings for employer's 16 health maintenance organization companies.
- Monitor and maintain corporate/insurance standings in all 50 states for employer and its multiple affiliates.
- Report and file necessary paperwork with state regulatory agencies regarding acquisitions, dividends, and other corporate affairs.
- Draft corporate documents employer and its multiple affiliates.
- Responsible for maintaining all intercompany agreements.

Compliance Review & Reporting Group

- Responsible for the managed care compliance and reporting (HMO/PPO applications, certifications, state reports, etc.) in 12 states for employer and six of its subsidiaries.
- Compliance liaison to and coordination with other areas of the company.
- Supervise two support staff with corporate annual report submissions.
- Track legislation relating to the health insurance industry. Perform legal research as required.
- Maintain provider contracts for regions, updating as necessary.
- Provide support for other filings prepared by the attorneys (e.g., gathered documentation, copied submission materials, and prepared binders). Provide support for audits and market conduct exams to the attorneys, compiling documentation as needed.

CONTRACTS/LEGISLATIVE ANALYST

April, 2000 – July, 2001

Company, Denver, Colorado

- Analyze and interpret insurance bills and regulations.
- Update and maintain member benefit booklets.
- Maintain compliance of PPO/POS/HMO products with state regulators.
- Implement product changes.
- Responsible for responding to compliance questions submitted through the internal compliance helpline.
- Have strong understanding of HIPAA, COBRA, ERISA and FMLA laws.



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ACCOUNT ADMINISTRATOR

Company, Denver, Colorado

February, 1999 – April, 2000

Employer is a wholly owned subsidiary of a company and provides third party administrative and recording keeping services for defined contribution plans.

- Administer 401(k), 403(b), and other retirement plans.
- Responsible for administrating benefit payments for FASCorp's largest client.
- Have strong understanding of Federal laws regulating 401(k) plans.

EDUCATION

ABA Approved Paralegal Certificate

Denver Paralegal Institute, Denver, Colorado

Bachelor of Political Science

University of Colorado, Boulder, Colorado

COMPUTER SKILLS

- EdgarEase+: Certified Trained in Securities Filing in HTML & ASIC.
- Computerized Law Research: Lexis-Nexis, Westlaw, NELS Insource – Expert.
- Office Applications: Microsoft Word 2000 – Expert; WordPerfect 8 – Proficient.
- Microsoft Office: Excel and Access – Proficient; PowerPoint – Familiar.
- Internet: Microsoft Explorer and Netscape Navigator – Proficient.
- E-Mail Programs: Microsoft Outlook, Microsoft Exchange, and others – Proficient.

CONTINUING EDUCATION

Excel Level II – Charting and Organizing

November 2002

Access 97 Level II

January 2002

Access 97 Level I

August 2001

Writing and Grammar Workshop

September 2000

PROFESSIONAL EXAMS

- FLMI 280 – Principals in Insurance Regulation
- FLMI 290 – Life and Health Insurance Company Operations
- FLMI 310 – Legal Aspects of Life and Health Insurance (U.S.)
- FLMI 320 – Marketing Life and Health Insurance
- AIRC 410 – Regulatory Compliance: Companies, Producers, and Operations
- AIRC 420 – Regulatory Compliance: Insurance and Annuity Products (exam scheduled 5/9/03)
- HIAA – Fundamentals, Part A

PROFESSIONAL DESIGNATIONS

Upon the completion of the AIRC 420 exam, I will receive the Associate, Insurance Regulatory Compliance (AIRC) designation