

Health & Benefits Cover Letter

48708 Hill Knoll West Lincolntown, FL 64703-5057

Dear Indigo Beier,

I would like to submit my application for the health & benefits opening. Please accept this letter and the attached resume.

Previously, I was responsible for assistance and directs the day-to-day administration of the group retirement and health and welfare plans including: participation in selection of benefit providers, communication of benefit plans and plan changes, coordination of open enrollment, collecting benefit plan enrollment and termination forms.

Please consider my experience and qualifications for this position:

- Strong working knowledge of employee benefit programs
- Become licensed to advise and place insurance with the appropriate insurance councils within six months of start date - Full Life – Agent licence, Accident & Sickness licence through the Alberta Insurance Council
- Minimum 1 Actuarial Exam passed
- Expertise of employee benefit programs
- Proactive, Self-starter, Strong learning agility, Critical & logical thinking capabilities, Good communication skills, Analytical, Good presentation skills (including PowerPoint & Excel proficient), Strong project management skills, Team Player
- Strong analytical skills, proven track record problem solving complex issues across multiple systems
- Strong communication and stakeholder management skills, experience working with cross-functional teams and engaging employees about benefits, adept and confident when engaging senior HR leaders or healthcare executives
- Should have experience working complex employee and plan participant issues

Thank you for taking your time to review my application.

