

Jaclynn R. Cusell

Qualifications: Through my education at Flagler College, I have developed the quintessential skills that any agency would value in an employee. I have obtained 2+ years of market research experience, 3+ years of managerial experience, 5+ years of audit experience, and lastly 10+ years of administrative and customer service experience throughout my 15+ years in the workforce.

Education:

Flagler College, Bachelor of Arts in Accounting, 2019

Flagler College, Bachelor of Arts in Business Administration, 2011

Experience:

State of Florida | Tallahassee, FL | Insurance Specialist III

June 2011 – June 2018

- o Monitors performance of individual insurers; determine timely initial payments of compensation and medical bills, and timely filing of forms and medical bills in compliance with Florida statutes and Division rules.
- o Conducts investigations and monitors insurer late medical and initial indemnity payments, and late filings with the Division. Documents penalty claim reviews, and requests for clarification and/or correction.
- o Educates and provides technical assistance to claim administrators on deficiencies, statutory requirements, and rule requirements. Also provides interpretation of the Workers Compensation Law, rules and procedures to employers and insurers, and advises them of their rights and responsibilities under the Law.
- o Credits payments and requests Department refunds when the assessment is incorrect or an overpayment is made.
- o Performs investigations of complaints regarding violations of the Workers Compensation Law and Division rules. Investigates and monitors Workers Compensation carrier practices, identifying and documenting patterns and trends of violation, and recommends to the Insurance Administrator action necessary to bring such practices into compliance.

Clemons, Rutherford & Associates, Inc. | Tallahassee, FL | Marketing Department Assistant

September 2008 – March 2011

- o Prepared proposals and presentations to government and private agencies.
- o Provided market research to the VP of Marketing.
- o Ensured progress to deadlines, kept projects on schedule, checked deadlines on incoming projects and put preliminary work in play.
- o Entrusted with sensitive materials.
- o Administrative duties included: answered phones, managed databases, disseminated information, created spreadsheets, generated reports, routinely re-ordered department supplies, processed mail.

Charming Shoppes | Boynton Beach, FL | Assistant Store Manager

August 2002 – May 2006

- o Trained and supervised staff, took initiative in manager's absence, composed reports, routinely re-ordered department supplies, processed payroll, made sales, provided customer service, opened and closed store, stocked merchandise, arranged displays, took inventory.

Additional Skills: Computer operations including Microsoft Office Suite, PhotoStitch, PhotoShop, PDF Converter, WordPerfect, SunTax, OpenScape, GroupWise, Integrated, EDI Data Warehouse, CPS Penalty, Workers' Comp. Audit Module, PrimoPDF, typing speed of 45+ wpm.

Interpersonal experience including answering a multiple line telephone system, scheduling, auditing and business traveling experience; strong organization and math skills, excellent filing abilities, office etiquette and phone manners, quick learner, and multi-tasker.

**174 Ross Road, Tallahassee, FL 32305
(850) 254-5400 | cusellj@gmail.com**



State of Florida

EMPLOYMENT APPLICATION

Equal Opportunity Employer/Affirmative Action Employer
The State of Florida does not tolerate violence in the workplace.

Where to Find Vacancy Information:

- On the Internet: <https://peoplefirst.myflorida.com>
- One Stop Career Centers - Consult your local telephone directory or visit <http://www.employflorida.com>
- State Agency Human Resources Offices

FOR OFFICIAL USE ONLY

Agency Authorized Signature _____ Date _____ Broadband Class/Code _____ Status _____

POSITION APPLIED FOR

Position Title: _____

Date Available: 2017 _____

Position Number: _____

Counties of Interest: Leon _____

Minimum Acceptable Salary: \$40000 _____

GENERAL INSTRUCTIONS FOR COMPLETION OF APPLICATION:

- The application is NOT submitted until you have electronically signed it by entering your password.
- If the space provided is not sufficient for all information regarding past employment, education history, etc., attach a resume or other supporting documentation in the same format.
- All information provided will be a public record and will be released upon request, unless exempt or confidential by law.
- Applications and supporting documentation must be submitted, no later than 11:59 PM (ET) on the announced deadline date.
- If, because of a disability, you require a special accommodation to participate in the application and selection process, please notify the hiring authority in advance.
- All information you submit is subject to verification.

HOW DO WE CONTACT YOU?

Jaclynn R Cusell
 First Name* Middle Name Last Name*

803668
 People First Employee ID Number (if any)

174 Ross Rd
 Mailing Address*

Tallahassee Florida 32305
 City* State* Zip Code*

Leon 8502545400
 County Phone Number* Alternate Phone Number

cusellj@gmail.com
 E-Mail Address

EDUCATION

HIGH SCHOOL

NAME/LOCATION OF SCHOOL Atlantic High School DIPLOMA RECEIVED: Yes

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

COLLEGE, UNIVERSITY OR PROFESSIONAL SCHOOL (CERTS MAY BE REQUIRED)

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MM/YYYY)		CREDIT HOURS EARNED		MAJOR / MINOR COURSE OF STUDY	TYPE OF DEGREE EARNED
		FROM	TO	QTR	SEM		
Palm Beach Community College	Lake Worth, FL	06/2002	05/2006	60	60		Associates
Flagler College	St. Augustine, FL	08/2009	05/2011	60	60	Business Admin	Bachelors
Flagler College	St. Augustine, FL	08/2016	12/2017	60	60	Accounting	Bachelors

YOUR NAME, IF DIFFERENT WHILE ATTENDING SCHOOL: _____

LICENSE, REGISTRATION, CERTIFICATION (TEACHERS, EDUCATORS, RN, LPN, PE, CPA, etc.)

LICENSE, REGISTRATION OR CERTIFICATION	Number	Date Received	Expiration Date	State Licensing Agency
Driver's License		08/2015	06/2024	Florida
Hunter Education Program		02/1993		Florida
Boating License		01/1999		Florida

JOB-RELATED TRAINING OR COURSE WORK: (VOCATIONAL, TRADE, GOVERNMENTAL, BUSINESS, ARMED FORCES, ETC.)

NAME OF SCHOOL	LOCATION	DATES OF ATTENDANCE (MM/YYYY)		CREDIT HOURS EARNED		COURSE OF STUDY	TRAINING COMPLETED
		FROM	TO	CLASS	CLOCK		

YOUR NAME, IF DIFFERENT WHILE ATTENDING TRAINING:

KNOWLEDGE / SKILLS / ABILITIES (KSAs)

List KSAs you possess and believe relevant to the position you seek, such as operating heavy equipment, computer skills, fluency in language(s), etc.

Additional Skills: Computer operations including Microsoft Office Suite, PhotoStitch, PhotoShop, PDF Converter, WordPerfect, SunTax, OpenScape, GroupWise, Integrated, EDI Data Warehouse, CPS Penalty, WC Audit Module, PrimoPDF. Typing speed of 45+ wpm. Interpersonal: experience answering a multiple line telephone system, scheduling, auditing and business traveling experience; strong organization and math skills, excellent filing abilities, office etiquette and phone manners, quick learner and multi-tasker.

PERIODS OF EMPLOYMENT

Describe all work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and job-related volunteer work, if applicable. Indicate number of employees supervised. Use a separate block to describe each position or gap in employment. If needed, attach additional sheets, using the same format as on the application. All information in this section must be completed. Resumes may be attached to provide additional information.

1 Name of Present or Past Employer:

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: To: Hours per Week:

(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

- Monitors performance of individual insurers as required by Chapter 440, F.S. and Division Rules, using Division data systems; determine timely initial payments of compensation and medical bills, and timely filing of forms and medical bills in compliance with Florida statutes and Division rules.
- Conducts investigations and monitors insurer late medical and initial indemnity payments, and late filings with the Division to acquire facts needed to issue penalty assessments. Documents penalty claim reviews, and requests for clarification and/or correction.
- Educates and provides technical assistance to claim administrators on deficiencies in CPS, statutory requirements, and rule requirements. The Insurance Specialist III also provides interpretation of the Workers Compensation Law, rules and procedures to employers and insurers regarding penalty assessments, and advises them of their rights and responsibilities under the Law.
- Credits payments to the proper case and requests Department refunds when the assessment is incorrect or an overpayment is made.
- Performs investigations of complaints regarding violations of the Workers Compensation Law and Division rules as assigned by the Insurance Administrator and assignments referred to the Penalty Section from other Division bureaus. Investigates and monitors Workers Compensation carrier practices, identifying and documenting patterns and trends of violation, and recommends to the Insurance Administrator action necessary to bring such practices into compliance.

Reason for Leaving:

current

2 Name of Previous Employer:

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: To: Hours per Week:

(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

- Conducts on-site field audits, desk audits, and re-audits of insurers to ensure proper practices relating to workers compensation claims handling procedures. Audits company field office case files, and compiles statistical data to determine compliance with Chapter 440, F.S., and Division Rules. Upon completion of an audit, a formal report is compiled for distribution to appropriate parties.
- Confers with company personnel and officials regarding practices or possible violations of the Workers Compensation Law and determines penalties as required. Responsible for referring insurers who fall below minimum performance standards, to the Department of Financial Services for possible revocation and/or suspension of an insurers license to conduct business in the State of Florida.
- Monitors performance of individual insurers as required by Chapter 440, F.S. and Division Rules, using Division data systems. Uses systems data reviews to determine timely initial payments of compensation and timely filing of forms in compliance with Florida statutes and Division rules.
- Provide technical assistance on claims, administrator deficiencies, statutory requirements, and rule requirements.
- Investigates non-payment of orders by a judge and refers findings to the Department.

Reason for Leaving:

transfer

3 Name of Previous Employer:

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: To: Hours per Week:
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

- Research and evaluate pertinent tax documents, information and private business documents to make an accurate determination for the purpose of securing tax registrations.
- Resolve taxpayer inquiries regarding tax liabilities, assessments, questionable or difficult tax returns, documents, and registration applications where additional research and comprehensive analysis is necessary to make determinations and update taxpayer accounts.
- Communicate with taxpayers, their representatives and service centers by telephone and/or correspondence to resolve discrepancies on registration applications and tax returns to ensure correct account status. Provide assistance to and educates taxpayers enrolling in the e-services program.
- Manage a diverse workload assigned by the SAP/mainframe systems to resolve account maintenance issues, correct tax returns and payments processed incorrectly. Tax reports and payments are re-allocated to proper accounts and/or quarters. Analyzes and evaluates workload to determine potential liability, or re-determination of liability.
- Conduct research, editing and analysis of tax information a third party source information filed with the Department of Revenue on existing business partner/taxpayer accounts using multiple databases, including but no limited to SAP, UI, UTS, and SUNTAX.
- Attend, testify and/or provide documentation for Administrative hearings regarding tax protest.

Reason for Leaving:

4 Name of Previous Employer:

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: To: Hours per Week:
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities

Reason for Leaving:

5 Name of Previous Employer: Clemons, Rutherford & Associates, Inc

Address: 2027 Thomasville Rd, Tallahassee Your Job Title: Marketing Dept. Assistant

Supervisor's Name: L. Sue Weeks Phone No.: 850-445-1770

From: 09/2008 To: 03/2011 Hours per Week: 40
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

-Prepared proposals and presentations for government and private agencies.
-Transmitted data from lists and files to data bases and spreadsheets.
-Maintained multiple filing systems.
-Provided internet research to the V.P. of Marketing.
-Entrusted with sensitive materials.

Reason for Leaving:

Laid off

6 Name of Previous Employer: Unemployed

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: 08/2007 To: 08/2008 Hours per Week:
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

full time college student

Reason for Leaving:

7

Name of Previous Employer: Florida Department of Children and Families

Address: 200 East Gaines St, Tallahassee, FL 32399 Your Job Title: Unit Tx & Rehab Specialist II

Supervisor's Name: Randy Ditty Phone No.: 850-663-7407

From: 01/2007 To: 07/2007 Hours per Week: 40 (MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

- This is work assisting mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff.
- Monitors patients to ensure patients remain in assigned areas and aids or restrains patients to prevent injuries.
- Assists patients in becoming accustomed to hospital routine.
- Demonstrates and assists patients in bathing, dressing, and grooming.
- Accompanies patients to and from wards for medical and dental treatments, shopping trips, and to religious and recreational events.
- Encourages patients to participate in social, educational, and recreational activities.
- Notes and maintains records of patients' activities, such as vital signs, eating habits, and daily behavior.
- Serves meals and feeds patients needing assistance.

Reason for Leaving:

OPS

8 Name of Previous Employer: Unemployed

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: 09/2006 To: 12/2006 Hours per Week: (MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

full time college student

Reason for Leaving:

9 Name of Previous Employer: Allstate Insurance Company

Address: 622 N Federal Hwy, Boynton Beach Your Job Title: Administrative Assistant

Supervisor's Name: Trisha Tenbroeck Phone No: 561-417-6164

From: 05/2006 To: 08/2006 Hours per Week: 40
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

- Ensured the completion of imperative tasks set forth by the organization.
- Entrusted to maintain sensitive materials.
- Relied upon for impeccable production of tasks again and again.
- Cold-call sales, answering phones, sending faxing, making copies, filing, PC work, mailings, drafting letters.

Reason for Leaving:

moved

10 Name of Previous Employer: Advanced Data Processing, Inc

Address: Miami, FL Your Job Title: Data Processor

Supervisor's Name: Phone No.: 8010-226-1149

From: 01/2003 To: 07/2003 Hours per Week: 20
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:

- Transmitted data from lists and files to data bases.
- Responsible for ensuring the completion of tasks for assigned accounts.

Reason for Leaving:

11 Name of Previous Employer: Lane Bryant

Address: 801 N Congress Ave, Boynton Beach Your Job Title: Assistant Store Manager

Supervisor's Name: Sharon Phone No.: 561-736-4424

From: 08/2002 To: 05/2006 Hours per Week: 30-40
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:
Sales, run registers, PC work, manage employees, open/close store, store cleaning, stock merchandise, arrange displays, take inventory twice a year

Reason for Leaving: moved

12 Name of Previous Employer: Unemployed

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: 06/2002 To: 08/2002 Hours per Week:
(MM/YYYY) (MM/YYYY) (Your name if different during employment)

Duties and Responsibilities:
full time college student

Reason for Leaving:

13 Name of Previous Employer:

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: To: Hours per Week:
(MM/YYYY) (MM/YYYY)
(Your name if different during employment)

Duties and Responsibilities

Process inbound catalog sale, customer service, trained new employees.

Reason for Leaving:

14 Name of Previous Employer:

Address: Your Job Title:

Supervisor's Name: Phone No.:

From: To: Hours per Week:
(MM/YYYY) (MM/YYYY)
(Your name if different during employment)

Duties and Responsibilities:

- Assured superior of competencies in planning and scheduling.
- Retained clientele through customer service skills.
- Implements task plans for daily office procedures.
- Created filing system which enabled more efficient service.

Reason for Leaving:

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

ARE YOU A CURRENT OR FORMER LAW ENFORCEMENT OFFICER, OTHER COVERED EMPLOYEE**, OR THE SPOUSE OR CHILD OF ONE, WHOSE INFORMATION IS EXEMPT FROM PUBLIC RECORDS DISCLOSURE UNDER SECTION 119.071(4)(d), FLORIDA STATUTES (F.S.)?*

YES NO

**Other covered jobs include but are not limited to: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement, and certain investigators in the Department of Children and Families [see§ 119.071.F.S.].

BACKGROUND INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR?*

YES NO

If "YES", what charges?

Where? (City/State)

Date:

(MM/YYYY)

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?*

YES NO

If "YES", what charges?

Where? (City/State)

Date:

(MM/YYYY)

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHELD FOR A CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?*

YES NO

If "YES", what charges?

Where? (City/State)

Date:

(MM/YYYY)

NOTE: A "YES" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered [see §112.011, F.S.]

CITIZENSHIP

The state of Florida hires only U.S. citizens and lawfully authorized alien workers. You will be required to provide identification and either proof of citizenship or proof of authorization to work in the U.S.

1. ARE YOU A U.S. CITIZEN?*

YES NO

2. IF NO, ARE YOU LEGALLY AUTHORIZED TO ACCEPT EMPLOYMENT WITH THE SPECIFIC HIRING AUTHORITY TO WHICH YOU ARE APPLYING?*

YES NO

RELATIVES

TO YOUR KNOWLEDGE, DO YOU HAVE ANY RELATIVES WORKING IN THIS AGENCY?*

YES NO

SELECTIVE SERVICE SYSTEM REGISTRATION

Section 110.1128, Florida Statutes, prohibits employment by the State (including re-hire after a break in service) of any male born after October 1, 1962, who failed to register with the Selective Service System, under the provisions of the U.S. Military Selective Service Act, during the person's period of eligibility (ages 18 through 25). Additionally, if currently employed by the State, this law prohibits the promotion of such person.

IF YOU ARE A MALE BORN ON OR AFTER OCTOBER 1, 1962, HAVE YOU REGISTERED WITH THE SELECTIVE SERVICE OR DO YOU HAVE PROOF OF AN EXEMPTION FROM THIS REQUIREMENT (DOCUMENTATION MAY BE REQUIRED)?*

YES NO N/A

CERTIFICATION

I am aware that any omissions, falsifications, misstatements, or misrepresentations above may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, human resources staff, and other authorized employees of Florida state government for employment purposes. This consent shall continue to be effective during my employment if I am hired. I understand that applications submitted for state employment are public records. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are true, correct, complete, and made in good faith.

SIGNED ELECTRONICALLY BY:



Recruiting

Search for actions or people



PAIGE SHOEMAKER (00899502)

Job Requisitions Preferences

COMMISSIONER OF FINANCIAL REGULATION - 43004009

(37902)View Details

Job Postings (1)

Status : Open

Hiring Manager : SHERRI BRALEY

Age : 0d

Talent Pipeline Hide Talent Pipeline

[View active candidates \(23\)](#)

[View all candidates \(24\)](#)

Forwarded 0	Invited To Apply 0	New 23	Review 0	1st interview 0	2nd interview 0	Offer 0	Ready to Hire 0
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Candidates : [View all candidates \(24\)](#)

Action 0 Selected

[Filter Options](#)

- Name
- Gwynn Virostek
- Jaclynn Cusell
- Jay Fant
- Kevin Rosen
- Linda Charly
- Lonnie Salimone
- Nichelle Thomas
- Rene Lee
- Richard Burris
- Richard Stone

Jaclynn R Cusell (External Candidate)

[8502545400](#) cusellj@gmail.com [Cover Letter](#) [Resume](#)

Application

Status: New

Country: United States

Attachments to be included in all Job Submissions: [Submission Attachments 1 attached](#)

Attachments Added After Submission: [Attach a document](#)

Vacancy Source: People First

Relatives: To your knowledge, do you have any relatives working in this agency? No

Right To First Interview: Not Applicable
If you responded yes to the above statement, attach a copy of your official layoff letter applying for this vacancy.

Veteran Status: None of the Above

ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING? No

HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING? No

People First Initial VP Review: No Selection

People First Eligible VP Category (if different): No Selection

Agency Final VP Eligibility Review: No Selection

Agency Final VP Category Determination: No Selection

Background Information

A "yes" answer to these questions will not automatically bar you from employment job-relatedness, severity, and date of the offense in relation to the position you are considered. [see 112.011, F.S.].

No

Have you ever been convicted of a felony or a first degree misdemeanor ?

If yes, what were the charges ?

Where ? (City/State)

Date

Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ? No

If yes, what were the charges ?

Where ? (City/State)

Date

Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ? No

If yes, what were the charges ?

Where ? (City/State)

Date

Signature

I am aware that any omissions, falsifications, misstatements, or misrepresentation disqualify me for employment and, if I am hired, may be grounds for termination at understand that any information I give may be investigated as allowed by law. I co release of information about my ability, employment history, and fitness for employ employers, schools, law enforcement agencies, and other individuals and organiz investigators, human resources staff, and other authorized employees of Florida si for employment purposes. The consent shall continue to be effective during my em am hired. I understand that applications submitted for state employment are public certify to the best of my knowledge and belief all of the statements contained herei attachments are true, correct, complete, and made in good faith.

If applicable, Complete Qualifying Questions prior to submitting your applica

By checking this box, I certify that I have read and agree with these statements

Yes

Interview Result
overdueInterviews

Screening Details

In the State of Florida application you indicated that you are legally authorized to work in the United States, Are you one of the following: Citizen or National of the United States; Lawful Permanent Resident; Refugee; Asylee, or Temporary Resident (does not include non-immigrant visas such as F-1, J-1, H-1, etc.)? Yes

Will you now or in the future require sponsorship for No

employment visa status (e.g. H-1B visa status)?

Do you have at least five (5) years of responsible private sector experience working fulltime in areas within the subject matter Jurisdiction of the Office of Financial Regulation within the previous ten (10) years?

No

If you answered "yes" to the previous question, please elaborate on your experience. If no, please respond N/A.

na

Do you have at least five (5) years of experience as a senior examiner or other senior employee of a state or federal agency having regulatory responsibility over financial institutions, finance companies, or securities companies within the previous ten (10) years?

Yes

If you answered "yes" to the previous question, please elaborate on your experience. If no, please respond N/A.

I was an auditor for State of Florida for 5+ years.

✓ **Periods of Employment**

State of Florida

Insurance Specialist III

✓ **Details**

Name of Employer* State of Florida
Your Job Title* Insurance Specialist III
Currently Employed* No
Start Date* 06/01/2011
End Date* 06/21/2018
Hours Per Week* 40

Employer's Address

Supervisor's Name

Supervisor's Phone Number

Duties and Responsibilities*

* Monitors performance of individual insurers; determine timely initial payments of and medical bills, and timely filing of forms and medical bills in compliance with FI and Division rules. * Conducts investigations and monitors insurer late medical ar Indemnity payments, and late filings with the Division. Documents penalty claim n requests for clarification and/or correction. * Educates and provides technical ass administrators on deficiencies, statutory requirements, and rule requirements. Als interpretation of the Workers Compensation Law, rules and procedures to employ insurers, and advises them of their rights and responsibilities under the Law. * Cr and requests Department refunds when the assessment is incorrect or an overpa * Performs investigations of complaints regarding violations of the Workers Comp and Division rules. Investigates and monitors Workers Compensation carrier prac identifying and documenting patterns and trends of violation, and recommends to Administrator action necessary to bring such practices into compliance.

Reason For Leaving*

terminated due to medical leave

Your name, if different during employment

C

Clemons, Rutherford & Associates, Inc.

Marketing Department Assistant

2
0

✓ **Details**

Name of Employer* Clemons, Rutherford & Associates, Inc.

Your Job Title* Marketing Department Assistant
Currently Employed* No
Start Date* 09/01/2008
End Date* 03/31/2011
Hours Per Week* 40
Employer's Address
Supervisor's Name
Supervisor's Phone Number
Duties and Responsibilities* * Prepared proposals and presentations to government and private agencies. * Performed research to the VP of Marketing. * Ensured progress to deadlines, kept projects on track, checked deadlines on incoming projects and put preliminary work in play. * Entered sensitive materials. * Administrative duties included: answered phones, managed disseminated information, created spreadsheets, generated reports, routinely re-ordered department supplies, processed mail.
Reason For Leaving* laid off
Your name, if different during employment

C

Charming Shoppes
 Assistant Store Manager

3
08

▼ Details

Name of Employer* Charming Shoppes
Your Job Title* Assistant Store Manager
Currently Employed* No
Start Date* 08/01/2002
End Date* 05/31/2006
Hours Per Week* 40
Employer's Address
Supervisor's Name
Supervisor's Phone Number
Duties and Responsibilities* * Trained and supervised staff, took initiative in manager's absence, composed re-ordered department supplies, processed payroll, made sales, provided customer service, opened and closed store, stocked merchandise, arranged displays, took inventory, moved
Reason For Leaving* moved
Your name, if different during employment

C

▼ **Formal Education**

Flagler College
 St. Augustine, FL

3
0

▼ Details

Name of School* Flagler College
Location* St. Augustine, FL
Start Date* 01/04/2016
End Date 05/30/2019
Course of Study Accounting
Degree Earned (transcripts may be required)* Bachelors
Credit Hours - Quarter
Credit Hours - Semester

C

Flagler College
 St. Augustine, FL

2
0

▼ Details

Name of School* Flagler College

Location St. Augustine, FL
Start Date 01/06/2009
End Date 08/26/2011
Course of Study Business Administration
Degree Earned Bachelors
 (transcripts may be required)
Credit Hours – Quarter
Credit Hours – Semester

C

Language Skills

English

No Selection

Details

Language English
Speaking Proficiency No Selection
Reading Proficiency No Selection
Writing Proficiency No Selection

C

Licenses, Registration or Certification

Driver

c240438847150

8, 06

Details

License, Registration or Certification Driver
Number [REDACTED]
State Licensing Agency Florida
Received 08/21/2015
Expires 08/16/2024

C

Job-Related Training or Course Work

There are no items in this section.

Knowledge, Skills and Abilities

Details

Knowledge, Skills and Abilities

Computer operations including Microsoft Office Suite, PhotoStitch, PhotoShop, PDF Converter, SunTax, OpenScape, GroupWise, Integrated, EDI Data Warehouse, CPS Penalty, Workers' Comp; Module, PrimoPDF, typing speed of 45+ wpm.

Details

Knowledge, Skills and Abilities Computer operations including Microsoft Office Suite, PhotoStitch, PhotoShop, P WordPerfect, SunTax, OpenScape, GroupWise, Integrated, EDI Data Warehouse Workers' Comp. Audit Module, PrimoPDF, typing speed of 45+ wpm.

C

C

Interpersonal experience including answering a multiple line telephone system, scheduling, auc business traveling experience; strong organization and math skills, excellent filing abilities, offi and phone manners, quick learner, and multi-tasker.

Details

Knowledge, Skills and Abilities

Interpersonal experience including answering a multiple line telephone system, sr auditing and business traveling experience; strong organization and math skills, e abilities, office etiquette and phone manners, quick learner, and multi-tasker.

C

Items per page: 10

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