

Richard Jobseeker
987 Pine Tree Lane
Tampa, FL 32308
Phone: 564-234-9876

EDUCATION

FLORIDA STATE UNIVERSITY
TAMPA, FL
BACHELOR OF SCIENCE, Business Education
1990

Tampa Community College:
Completed 9 hours of paralegal studies and 3 hours of medical terminology
8/05/04 - 12/14/05

Life, Health, Variable Annuity Insurance Broker License
6/20/06

PROFESSIONAL EXPERIENCE

ALLIED INSURANCE COMPANY OF AMERICA
TAMPA, FL
Accident and Health Sales Representative
6/13/07-10/18/07

Sell various types of insurance policies to businesses and individuals on behalf of Combined Insurance Company of America, including accident, disability accident protection, sickness, and cancer. Interview prospective clients to obtain data about their financial resources and needs, the physical condition of the person and to discuss any existing coverage. Customize insurance programs to suit individual customers, often covering a variety of risks. Calculate premiums and establish payment method. Seek out new clients and develop clientele by networking to find new customers and generate lists of prospective clients. Explain features, advantages and disadvantages of various policies to promote sale of insurance plans.

DEPARTMENT OF CHILDREN AND FAMILIES- Office of Refugee Services
Tampa, FL
Government Operations Consultant II
7/14/06-6/07/07

Administered provider performance of all contract terms and conditions. Acted as a primary point of contact with provider. Processed, inspected, reviewed and approved provider invoices. Reviewed and approved contract budget revisions. Evaluated cost and rate analyses. Monitored management and utilization contract budgets. Assisted providers with determining program eligibility status. Analyzed and resolved issues on invoicing reports.

FRANKLIN COUNTY SCHOOL BOARD
Orlando, FL
Middle School Reading Teacher
11/18/03 - 06/04/06

Instructed students using various teaching methods. Conferred with students, parents and school counselors to resolve behavioral and academic problems at the middle school level. Prepared course outlines and objectives according to reading curriculum guidelines and state and local requirements.

DEPARTMENT OF HEALTH - Office of Disability Determinations
Tampa, FL
Medical Disability Examiner
11/03/93 - 11/05/03

Processed initial level disability applications. Obtained medical evidence. Scheduled consultation exams (when necessary). Evaluated medical evidence using Social Security Regulations. Consulted with staff physicians. Prepared rationales to the claimant and for the file.

LEADS COUNTY SCHOOLS
Tampa, FL
Substitute teaching
8/01/99 - 11/01/99

SUNRISE TOWERS

Port St. Lucie, FL
Office Manager

1/8/99 - 5/24/99

Managed the billing of both Medicaid and Medicare programs. Prepared financial records and reports. Maintained records for both accounts payable and accounts receivable. Maintained daily census reports. Coordinated administrative procedures with other departments, as necessary.

AREA AGENCY ON AGING FOR NORTH FLORIDA, INC

Tallahassee, FL
Medicaid Waiver Specialist

2/19/96 – 1/4/99

Enrolled eligible providers, monitored for compliance, provided technical assistance and conducted training on guidelines. Tracked spending authority and reconciled monthly billings through the Florida Medicaid Management Information System (FMMIS). Verified client eligibility and dis-enrolled noncompliant providers.

HEALTH AND REHABILITATIVE SERVICES

Apalachicola, FL
Human Services Counselor III

4/21/95 - 2/15/96

Provided a wide range of Aging and Adult Program services to clients residing in Franklin County, Florida. Provided case management, counseling and guidance. Organized and maintained service records, client assessments and case narratives. Developed care plans and monitored service delivery and client progress.

FRANKLIN COUNTY SENIOR CITIZENS COUNCIL.INC.

Carrabelle, FL
Case Manager

7/9/93 – 4/20/96

Provided information and referral regarding aging program services. Assessed clients for eligibility in the Community Care for the Elderly, Medicaid Waiver, and other state and federal aging programs. Managed a caseload of approximately 90 clients. Maintained client records, assessments, case narratives and verification of eligibility.