

## 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

June 2001 – Present

Company, Denver, Colorado

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.



GIBSON ARNOLD & ASSOCIATES, INC.  
518 17<sup>TH</sup> STREET, SUITE 1125  
DENVER, CO 80202

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**ACCOUNT ADMINISTRATOR**

February 1999 – April 2000

Company, Denver, Colorado

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 administering 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, NILS 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

Access 97 Level II

Access 97 Level I

Writing and Grammar Workshop

November 2002

January 2002

August 2001

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



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