

Jesayia Fulton

Philadelphia, PA

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(267)575-8896

Work Experience

Broker Service Specialist

Company Voice - Blue Bell, PA

September 2015 to March 2018

Responsibilities

Complete commission audits for brokers.

Handle inbound or outward support calls from brokers for the insurance company Aetna.

Review plan information and answer prospect's questions regarding Medicare, or Individual insurance.

Provide continuing services by providing direct deposit forms; processing changes in beneficiary and policy loan applications.

Obtain underwriting approval by completing applications for coverage and also updating brokers with the status of applications.

Skills Used

At Company Voice, LLC.- Customer Service Skills, Technical Skills, Proficient in Word, Outlook and Analytical Skills and others upon request.

HRIS Coordinator

The Results Companies - Blue Bell, PA

August 2015 to November 2017

As a Human Resource Coordinator I provide assistance with and facilitate the human resource process at all business locations. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers. I also ensure that plans are administered in accordance with federal and state regulations and plan provisions are followed. This role provides administrative support to human resources function as needed including record keeping, file maintenance and HRIS entry.

Cashier/Connection Center Sales Associate

Walmart - Philadelphia, PA

January 2010 to June 2015

Manage all wireless devices that enter our facility.

Received cash, checks, and completed credit-card transactions from customers and employees.

Inventory prep.

Collect identification cards, and proceed with credit checks on the Kiosk system.

Review all data plans and contracts with the customer.

Call all call centers to complete activation's for wireless devices.

Stylist assistant/Receptionist

Bounce Beauty Salon - Philadelphia, PA
September 2007 to March 2009

Received callers at establishment, determined nature of business, and directed callers to destination.
Typed memos corresponded to reports and other documents.
Answered inquiries from persons entering establishment.
Kept records of questions asked.

Education

Associate in Behavioral and Health

Community College of Philadelphia - Philadelphia, PA
2017 to 2019

Certifications/Licenses

Accident and Health Insurance License

January 2018 to January 2020