

Voncelia Hunter

7736 Cedarbrook Ave
Philadelphia PA 19150
(786) 213-3401
Vonceliahunter@hotmail.com

EXPERIENCE

Asplund, Willow Grove, PA — Benefits Specialist

December 2016 to PRESENT

Administer FMLA, Disability and Life Insurance. Focal point of contact for benefit questions. Process self funded short term disability. Intermittent and continuous leaves

Capgemini , Horsham PA— CSR

June 2015-December 2016

Resolve claim payment issues.

Advise policyholders and providers of Long Term Care

Coverage summary. Update providers and policyholders

On claim status.

Children's Hospital of Philadelphia, - Benefits Specialist

January 2014-May 2015

Served as primary contact for phone and email communications with employees management and TPA regarding FMLA. Process payroll for short term disability. Knowledge of State and Federal FMLA guidelines.

Responsible for handling sensitive and confidential matters appropriately.

Comcast Human Resources, Philadelphia - LOA Consultant

Feb 2012 -July 2013

Responsible for FMLA administration

Process payroll

Research complex claim issues

AETNA, Plantation Fl, FMLA/STD

2008–2011

Managed short term disability and concurrent FMLA claims
Review medical information and interpret policies to make
determinations on short term disability and LOA claims according to
Federal and State law.

EDUCATION**Kieser University, Ft. Lauderdale Fl — *Associate Degree***

1997-1999

Military United States Navy Reserve

1988-1994

Skills

Peoplesoft, Kronos, Microsoft, Windows, Lawson