

GISELLE IBARRA-COLLADO

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QUALIFICATION SUMMARY

Seeking to utilize my expertise in the field of insurance and add to the growth of an organization by transforming company practices leading to more efficient operations.

PROFESSIONAL EXPERIENCE

UnitedHealthcare New York, New York & Hartford, Connecticut

2007-Present

Senior Business Development Analyst

- UnitedHealthcare Underwriting Internship, July-August 2020:
 - Assisted the Northeast region Underwriting Manager with new business Vision quotes
 - Input data into StepWise and learned aspects and procedures of Underwriting
- Act as a liaison for UHC sales team, customers, brokers, account manager, underwriting staff to complete clean effective submissions
- Receiving, acknowledging and in-taking all Specialty/Ancillary RFP to ensure deadlines are met which has led to top sales production for the NE region
- Knowledgeable with specialty products such as Dental, Vision, Basic Life, Supplemental Life, STD, LTD, Critical Illness and Hospital Indemnity
- Perform analysis to identify missing information/data for timely and competitive quotes
- Coordinate and execute the new business presale process by scrubbing proposals for pertinent information, and obtaining missing information from the brokers and consultants
- Provide benefit comparison by submitting request in sales database and working with underwriting on plan selection
- Responsible for running disruption and GEO reports to assist in the sales process
- Advanced proficiency in Microsoft Office Suite, Gateway and Salesforce/Solaris, which is used on a daily basis

EDUCATION

Three Rivers Community College – A.A in Business Studies- Cumulative GPA 3.32

2018-2020

Eastern State Connecticut University –Business Administration Major

Graduation May 2021

ACCOMPLISHMENTS

Induction to The National Society of Leadership and Success (Sigma Alpha Pi)

2019

Induction to Phi Theta Kappa Honor Society

2019

Licensed in Accident & Health- New York State Insurance Department Producer License

2021

VOLUNTARY WORK

Annually volunteer at the South Park Inn Homeless Shelter

Hartford, CT

Annually volunteer at the St. Francis Catholic Church

New York City, NY