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| 6010 Creston Ave. Apt. #13Des Moines, IA 50321(515) 822-8233 | Romelle H. Slaughter IIslaughterrh@gmail.com<http://www.linkedin.com/in/romellehslaughter>  |

**PROFESSIONAL PROFILE**

Accomplished business professional with extensive insurance and financial services across research, compliance, administration, and customer service. Also experienced in non-profit sector. A self-starter with a proven record of results with both employment and volunteer responsibilities.

**PROFESSIONAL WORK EXPERIENCE**

NATIONWIDE INSURANCE, Des Moines, IA May 2012-Current

Company that provides property, casualty, and life insurance products and coverage to customers throughout the United States, as well as strategic investments and asset management.
**Temporary Data Entry Operator**

Responsible for gathering and entering data for prospective clients for powersports insurance coverage (motorcycles, boats, and recreational vehicles). Reported to Product Development team.

* Generated quotes for over 400 potential customers seeking powersports insurance coverage.

Wrote and edited product development rules for powersports insurance products for over 40 states.

AMERICAN RED CROSS, Des Moines, IA January 2012-April 2012

Organization responsible for providing assistance and resources to individuals who are displaced by natural or man-made disasters, and education for preparedness in the event of a disaster.

**Temporary Human Resources Assistant**

Responsible for migrating employee data into new database system. Reported to Human Resource Business Partner.

* Managed and enrolled over 800 employees from three regional divisions into new enrollment database.
* Assisted Human Resource Business Partners with adding new employees, removing former employees, and making corrections to the employees’ enrollment records.

BUSINESSOLVER, West Des Moines, IA May 2007 - October 2009

Firm that provides online employee benefits administration services and benefits outsourcing for over 20 companies by combining multiple insurance carriers into a single platform that is tailored to meet company human resources needs.

**COBRA Specialist**

Responsible for processing COBRA premiums, enrollments, and appeals by scanning and electronically filing them to the system. Reported to Department Supervisor

* Improved staff productivity 50-60% and consistently met COBRA requirements by initiating design of standard operating procedures for all COBRA records – up to 700 per day.
* Saved $120,000 and reduced customer wait time 60-70% by initiating training for 6 customer service representatives to resolve COBRA inquires.

THE NATIONAL BENEFIT CORP., West Des Moines, IA June 2002 - August 2006

**Romelle H. Slaughter II**

Insurance marketing firm with 40 employees servicing 500 brokers, agents, and their clients in 48 states with insurance and annuity products from 35 companies.

**New Business Analyst**

Responsible for inputting life insurance applications into database and scheduling medical examinations for insurance applicant, reports to Vice President

* Recognized for successfully resolving numerous issues and expediting unusually complex, high risk, multi-million product sale that was required as part of client’s merger of two businesses with a non- negotiable closing date.
	+ Quickly and accurately resolved all issues and met all internal business requirements for one of the largest policies ever written by company.
	+ Earned client recognition for key role enabling client to meet merger timing requirements for $10 million merger of 2 businesses.

INTERSTATE ASSURANCE COMPANY, West Des Moines, IA September 1998 - June 2002

Provided universal life, term, and annuity products across 48 states with 200 employees with $1.5 billion in assets and $10 billion in life insurance.

**New Business Representative**

Responsible for entering insurance application information into system, researching medical information for underwriters, and mailing policies to policyowners, reports to Department Supervisor.

* Preserved $50,000 of assets for the beneficiary and avoided company exposure in a civil lawsuit related to a disputed estate of a deceased policyholder. Initiated timely and accurate research of archived records to contribute to resolution.
* Saved $40,000 annually and improved staff effectiveness by designing and implementing a plan to convert 1.5 to 2 million documents from disorganized paper files to a new electronic system.
* Prevented lost and delayed mail and packages by developing a new process to record and track 700,000 items per month.
* Trained 10 employees in new mail handling and tracking documentation process.

**EDUCATION**

Bachelor of Arts Degree in Political Science, Wartburg College, Waverly, IA

**VOLUNTEER EXPERIENCE**

METRO ARTS ALLIANCE, Des Moines IA October 2010 – October 2011

Local organization that engages central Iowans in the arts by providing opportunities for over 100 artists to display and perform talents, and providing education of the arts to promote the arts in the community.

**Committee Assistant**

Responsible for coordinating with committees as a staff liaison in planning programs to help artists be self-sustaining economically and build their branding, reports to Executive Director.

* Increased event attendance 650% and reinvigorated neglected events through key leadership role on committee of 10 volunteers.

AMERICAN DIABETES ASSOCATION, Urbandale, IA October 2006 – Current

Organization responsible for providing education and support to over 165,000 Iowans who are diagnosed or live with diabetes, and fundraising to fund research grants and programs to eradicate diabetes.

**Member of Community Leadership Board and Volunteer**

Responsible for providing information and guidance to staff to establish programs and awareness about the condition of diabetes.

* Improved staff productivity by designing an inventory management system for promotional items.
* Recognized by executive leadership for exceptional volunteer efforts.
* Created social media accounts (Facebook and Twitter) for organization to reach audience that prefers to communicate through new media.

**REFERENCES**

Charise Mudge, SPHR

Human Resource Business Partner

PHSS & Chapter Operation

American Red Cross

(515) 333-8553

Paula Hutton McKinley

Cultural Life Programs Manager

Des Moines Art Center

(515) 277-4405

Kati Sudon

Long Term Care Marketer

Premier Senior Marketing

(800) 365-8208

Jeff Clayton

Account Executive - Attorney

Holmes Murphy and Associates

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