



CHARLOTTE HARRIS

Benefits Coordinator

support@qwikresume.com
(123) 456 7899
Los Angeles
www.qwikresume.com

PROFESSIONAL SUMMARY

Accomplished Benefits Coordinator with 7 years of extensive experience in managing diverse employee benefits programs. Expertise in optimizing enrollment processes, enhancing employee communication, and ensuring regulatory compliance. Committed to delivering exceptional service and support, fostering a positive benefits environment, and contributing to overall employee satisfaction.

WORK EXPERIENCE

Benefits Coordinator

Blue Sky Innovations

Mar / 2020-Ongoing

Chicago, IL

- Facilitates the administration of employee leave programs, including FMLA, short-term disability, and military leave.
- Manages COBRA compliance and reconciles billing discrepancies with vendors.
- Conducts eligibility audits for health, dental, and prescription benefits, ensuring accuracy and compliance.
- Processes employee status changes, salary adjustments, and promotions efficiently.
- Acts as a key liaison with life insurance providers to manage death benefit claims.
- Oversees voluntary life and AD&D applications, ensuring timely processing for employees.
- Delivers engaging new hire orientation sessions, enhancing employee understanding of benefits.

Benefits Coordinator

Cactus Creek Solutions

Mar / 2018-Mar / 2020

Phoenix, AZ

- Executed the first comprehensive audit of benefits billing, leading to substantial savings of \$250,000 for the organization.
- Administered benefits enrollment for over 3,000 employees across 26 states, improving efficiency in a high turnover setting.
- Coordinated benefits workflow among HR teams to ensure seamless operations.
- Provided training and ongoing support to HR personnel on benefits-related inquiries and processes.
- Resolved complex benefits issues, enhancing employee satisfaction and trust.
- Conducted audits and analyses of benefit plans, ensuring optimal performance and compliance.

EDUCATION

Bachelor of Science in Human Resources Management

University of California, Los Angeles

Mar / 2016 - Mar / 2018

Portland, OR

Focused on employee benefits, labor relations, and organizational behavior.

SKILLS

Benefits Administration



Technical Proficiency



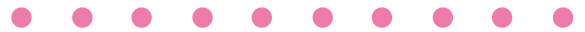
Presentation Skills



Data Analysis



Adaptability



Workplace Safety



INTERESTS

Podcasts

Language Learning

Dancing

Cycling

STRENGTHS

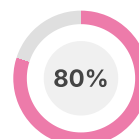
Intuition

Leadership

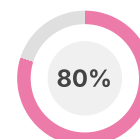
Listening

Mentorship

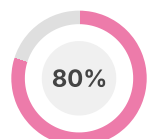
LANGUAGES



English



Russian



Arabic

ACHIEVEMENTS

Streamlined the employee onboarding process, reducing training time by 20%.

Developed and implemented a new benefits communication strategy that increased employee engagement by 40%.