

ROBERT SMITH

Benefits Enrollment Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Benefits Enrollment Specialist is responsible for Communicating with new hires to ensure they enroll in benefits programs and services, Answering employee questions about benefits options, Providing information on benefit programs and services to employees, Facilitating completion of enrolment forms, Working with HR partners for administrative support when needed.

CORE COMPETENCIES

CMS, Content Management System, Excel.

PROFESSIONAL EXPERIENCE

Benefits Enrollment Specialist

ABC Corporation - September 2007 – March 2008

Key Deliverables:

- Operated as a liaison with claims and the customer service department to ensure claims were accurately processed.
- Worked with various vendors and vendors program systems to maintain eligibility.
- Educated employees about available benefits and services.
- Ensured compliance with Section 125, FSA, COBRA, HIPAA as well as any applicable state and federal laws Advised and processed employee group benefit .
- Provided phone support for 80 companies participants for benefits enrollment answered over 100 calls daily removed users or groups from Active .
- Awarded for customer service.
- Educated employees on their benefit programs, billing inquiries and policies Maintaining records, knowledge of HIPPA regulations and scheduled health .

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Delta Corporation - 2006 – 2007

Key Deliverables:

- Accepted inbound calls regarding enrollment of health benefits for Toys-R-Us employees Assisted customers in making crucial decisions on which .
- Assisted customers in choosing a medical doctor and dentist for their benefits package.
- Responsible for annual benefits enrollment of AT&T employees Handled changes to employee benefits through the year in response to life events .
- Support clients while operating from a corporate communications center to effectively options.
- communicate telephonically and enroll employer-sponsored group and supplemental benefits (i.e. medical, dental, life, and disability).

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- Responsible for conducting individual personalized benefit review sessions by phone during client open enrollment period to ensure that each employee .
- Market Organizations services through brochures, flyers, media posts and client referrals.

EDUCATION

Bachelor's In Business Management

