

HENRY WALKER

Benefits Specialist

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



PROFESSIONAL SUMMARY

Dedicated Benefits Specialist with two years of experience in managing employee benefits programs. Skilled in processing enrollments, conducting open enrollment sessions, and reconciling insurance billing. Committed to enhancing employee understanding of benefits offerings and ensuring compliance with regulations. Eager to contribute to a dynamic HR team focused on employee satisfaction and organizational success.

WORK EXPERIENCE

Benefits Specialist
Seaside Innovations

Mar / 2024-Ongoing
Santa Monica, CA

- Managed benefits for over 1,300 employees across multiple labor relationships, ensuring accurate enrollment and compliance.
- Reconciled monthly insurance bills for various benefit plans, including medical, dental, and life insurance.
- Processed employee enrollments and terminations, facilitating the annual Open Enrollment process.
- Communicated with employees regarding benefits options and changes, improving overall satisfaction.
- Generated invoices for missed deductions and retiree insurance payments, ensuring timely collection.
- Processed Life Insurance and Long-Term Disability claims, providing support to employees during claims processing.
- Participated in consortium meetings to stay informed on legislation affecting employee benefits.

Benefits Specialist
Lakeside Apparel Co

Mar / 2023-Mar / 2024
Chicago, IL

- Performed administrative duties supporting the benefits department, enhancing operational efficiency.
- Assessed client needs related to benefits, ensuring timely processing of applications.
- Tracked data in systems for benefits administration, completing monthly reports to monitor trends.
- Coordinated appointments with social service agencies to assist clients with benefits-related inquiries.
- Resolved client issues related to benefits eligibility and claims, improving service delivery.
- Documented agreements for clients based on income, facilitating accurate processing of benefits.

EDUCATION

Bachelor of Science in Human Resource Management
State University

Mar / 2022-Mar / 2023
Denver, CO

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

SKILLS



ACHIEVEMENTS

- Streamlined the benefits enrollment process, reducing processing time by 20%.
- Successfully managed annual open enrollment for 1,300 employees, achieving a participation rate of over 95%.
- Developed and implemented a benefits communication strategy that improved employee understanding by 30%.