

Employee Benefits Specialist

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

Versatile and detail-oriented Human Resources professional with over twenty years of experience. Advocates positive relationships between employees, employers, and external clients.

Skills

Microsoft Office, Quickbooks.

Work Experience

Employee Benefits Specialist

ABC Corporation - May 1996 - September 2005

- Processed medical, dental, life, and disability insurance enrollments.
- Processed 401K enrollments.
- Processed distributions for 401K and profit-sharing plans.
- Answered employee questions regarding all non-mandated benefits.
- Filed all COBRA payments.
- Maintained employee medical files.
- Processed all requests for FMLA leaves and Limited Leaves of Absence.

Employee Benefits Specialist

Delta Corporation - 1995 - 1996

- Reviewed and audited medical bills for PEO Clients Coordinated processing of monthly premiums through the accounting department.
- Licensed in Michigan for Accident Life and Health Insurance Sales) Researched, maintained, and implemented employee benefits (health, disability, and .
- Marketing New Business & Renewals RFPs - prepare a submission to carriers, review quotes, prepare quote comparison Client Service - direct contact for .
- Policy/Product Analysis Claims Advocacy Policy Amendments New group set up and product change Reconcile Invoices.
- Currently undergoing training to begin selling benefits to small groups, as well as sell supplemental individual disability insurance Responsible for .
- Fire and Casualty Solicitor (currently expired).
- Design and pre-record open enrollment presentations for clients Quarterly and annual reports generated and sent to clients from medical insurance .

Education

Bachelor of Arts in History - 1993(Southern Illinois University - Carbondale, IL)