

ROBERT SMITH

Employee Benefits Specialist

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Dedicated and reliable Manager with strong organizational skills, who excels at prioritizing, completing multiple tasks simultaneously with accuracy and efficiency, and following through to achieve extraordinary results. Represents the Company with a friendly, professional demeanor at all times.

JULY 1991 - JULY 2004

EMPLOYEE BENEFITS SPECIALIST - ABC CORPORATION

- Led annual open enrollment processing for all Company employees, including question and answer sessions with employees on benefit program updates.
- Reviewed federal and state laws to confirm and enforce company compliance.
- Created Family and Medical Leave of Absence program for all Company employees.
- Wrote Family and Medical Leave of Absence policy to administer the program.
- Responsible for processing and monitoring all Company leaves of absences for employees.
- Member of the team responsible for creating the Integrated Absence Management program for all Company employees.
- Prepared detailed procedures manual for benefit processing and provided benefits system training for subsidiary Benefits Specialists.

1989 - 1991

EMPLOYEE BENEFITS SPECIALIST - DELTA CORPORATION

- Assisted with administration and communication of all eleven Employee Benefit Programs.
- Handled day-to-day compliance with Federal regulations regarding COBRA, HIPPA, Section 125 and healthcare mandates.
- Maintained correct data for all plans.
- Performed bookkeeping and communications for MFA Incorporated, Locals, Affiliates, Joint Ventures and Retirees.
- Counseled, trained and educated employees on the Florida Retirement System pension, IRS Section 125 and 457, leave usage and payment eligibility, .
- Provided assistance to employees, retirees and Department Personnel Representatives with County and Benefits policies and procedures, open enrollment .
- Maintained and updated human resources and benefits documents, such as employee handbooks, personnel change documents and directories.

EDUCATION

Bachelor of Science in Speech and Hearing Sciences - (University of Washington
- Seattle, WA)

SKILLS

Human Resources, Administrative, Compliance.