

ROBERT SMITH

Employee Benefits Specialist

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

SUMMARY

Dedicated customer-focused administrative professional offering significant experience in self-directed positions requiring; support, secretarial and administrative abilities, proven interpersonal, communications, and multitasking skills. Proficient in all phases of organizing and coordinating projects, meeting deadlines and budgets.

CORE COMPETENCIES

Microsoft Office, Microsoft Office Suite, Salesforce, Hipaa, Insurance, Administrative Duties, Adobe Photoshop, Administrative Assistant, Sales, Medical Terminology, Medical Billing, Customer Service, Excel, Data Entry.

PROFESSIONAL EXPERIENCE

Employee Benefits Specialist

ABC Corporation - October 2013 – January 2014

Key Deliverables:

- Experience with group benefit plans, open enrollment presentations, underwriting concepts, and administration.
- Planned and directed quoting process, implementation, and administration of employee benefit programs such as medical, dental, disability, life insurance, employee assistance, voluntary, and other plans.
- Negotiated and contracted with benefit plan providers, and vendors for clients services, premiums, and plan administration.
- Analyzed benefits utilization for cost-control and risk-assessment factors through monitoring costs for clients health and welfare programs.
- Maintained knowledge of and analysis of government regulations, benefits program trends, and prevailing practices among similar organizations.
- Coordinated transfer of data (spread sheeting) to external vendors, plan providers, auditors, and consultants.
- Presented and liaised with C-level management.

Employee Benefits Specialist

Delta Corporation - 2011 – 2013

Key Deliverables:

- Administer all fringe benefits and collection of employee insurance premium payments.
- Update coverage changes and premium payment for entire work.
- Employee Benefits Specialist duties include New Hire orientation for approx. employees per year (primarily online enrollment with some paper application processing), preparation for and administration of annual Open Enrollment.

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- 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

B.A. in Biology and Psychology - (College of Mount Saint Vincent)

