

Robert Smith

Employee Benefits Specialist

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Volunteer Chaplain,
Strategic Planning,
Creative Direction.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

Organized Employee Benefits Specialist with a proven track record of delivering within specified time frames. Customer-focused and strong communicator with the ability to effectively interact with others. Quick learner with management potential. with a proven track record of delivering within specified time frames.

WORK EXPERIENCE

Employee Benefits Specialist

ABC Corporation - July 1988 - May 1997

Responsibilities:

- Administered all fringe benefits and collection of employee insurance premium payments.
- Updated coverage changes and premium payment for the entire workforce on a monthly basis.
- Performed administrative and supervisory duties in absence of the Personnel Director.
- Assisted in preparation of the departmental budget.
- Assisted the Personnel Director in policy development in relation to fringe benefit administration.
- Maintained and analyze claims experience data and make recommendations concerning cost containment.
- Administered payment and processing of unemployment benefits claims and prepare documentation for appeals.

Employee Benefits Specialist

Delta Corporation - 1983 - 1988

Responsibilities:

- Assisted over 12,000 employees with benefit questions and problem resolution by educating them regarding their billing or denied claims (FSA, DCFS, .
- Promoted within four months of being hired to train new Benefits Specialists on current and changing laws, regulations and computer systems.
- Enroll employees in their benefits during open enrollment season.
- Direct calls to the correct carrier or department - Answer any questions employees .
- Assisted the Benefits Administrator in the administration of the Fidelity Pension Plan, Stock Purchase Plan, and Profit Sharing Plan; maintained.
- Maintained and analyze claims experience data and make recommendations concerning cost containment.
- Administered payment and processing of unemployment benefits claims and prepare documentation for appeals.

Education

Certification in Health IT Practice Workflow & Information Management - (Catawba Valley Community College)