



# WILLIAM PEREZ

## HR Benefits Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Results-oriented HR Benefits Specialist with 5 years of experience in benefits administration and compliance. Expert in developing and implementing employee benefits programs that drive engagement and satisfaction. Adept at navigating complex regulations to ensure organizational compliance while fostering a supportive workplace culture. Eager to apply my expertise in a dynamic HR environment.

### WORK EXPERIENCE

#### HR Benefits Specialist

📅 Mar / 2022-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Coordinate with legal counsel to ensure compliance with benefits laws.
2. Designs and evaluates benefits policies to ensure compliance with legal requirements and competitiveness.
3. Develops tools to assist employees in benefits selection and guides managers through compensation decisions.
4. Prepares detailed job descriptions and classification systems in partnership with management.
5. Ensures compliance with federal and state laws, fulfilling all reporting requirements.
6. Manages the reporting requirements of relevant government regulations, including ERISA.
7. Directs the communication of benefits information to employees through various channels.

#### HR Benefits Specialist

📅 Mar / 2020-Mar / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Coordinated New Hire Orientation, ensuring a smooth onboarding process for new employees.
2. Assisted employees with inquiries regarding health, welfare, and pension benefits.
3. Maintained compliance with the organization's code of business conduct.
4. Responded to calls from employees regarding their benefits, providing timely and professional assistance.
5. Tracked and documented all transactions, following up on outstanding issues efficiently.
6. Educated new hires on available benefit options to enhance understanding and utilization.

### EDUCATION

#### Bachelor of Science in Human Resources

📅 Mar / 2018 - Mar / 2020

State University

📍 Denver, CO

Focused on employee benefits, labor relations, and human resource management.

### SKILLS

#### Presentation Development



#### Document Management



#### Financial Record Management



#### Remote Access Solutions



#### Hris Proficiency



#### Policy Development



### INTERESTS

🎧 Podcasts

🌐 Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

🔮 Intuition

👥 Leadership

🎧 Listening

👤 Mentorship

### LANGUAGES



English



Japanese



Russian

### ACHIEVEMENTS

🌟 Redesigned benefits communication materials, increasing employee engagement by 30%.

🌟 Streamlined benefits enrollment process, reducing processing time by 25%.