



HARPER LEWIS

HR Benefits Specialist

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☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Results-driven HR Benefits Specialist with expertise in designing and administering comprehensive benefits programs. Adept at conducting benefits analysis, managing vendor relationships, and ensuring compliance with federal and state regulations. Strong interpersonal skills with a focus on employee engagement and education, committed to fostering a positive workplace culture through effective benefits communication.

WORK EXPERIENCE

HR Benefits Specialist

📅 Mar / 2019-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Effectively communicates comprehensive benefits plans and options to employees, enhancing understanding and engagement.
2. Liaises with insurance carriers and brokers to ensure optimal benefits offerings for employees.
3. Processes enrollments for New Hires, Open Enrollment, and Qualifying Life Events efficiently.
4. Respond to employee inquiries regarding benefits policies and procedures.
5. Administers and manages 401k accounts, coordinating Financial Adviser meetings and ensuring compliance.
6. Guarantees adherence to ACA regulations for benefits, mitigating risks for the organization.
7. Processes and administers COBRA benefits, ensuring compliance and timely communication with employees.

HR Benefits Specialist

📅 Mar / 2015-Mar / 2019

Crescent Moon Design

📍 Portland, OR

1. Provide training and guidance to HR Case Managers in benefit enrollment and related HR topics within a tiered call center.
2. Administer health and welfare benefits including Life, FMLA, COBRA, and Disability, ensuring compliance.
3. Educate employees on selecting the best options from a comprehensive range of benefits offered by the organization.
4. Utilize HRIS systems like PeopleSoft and Microsoft Office to manage benefits data efficiently.
5. Review and process all forms related to insurance, retirement, and payroll changes in a timely manner.
6. Assist in SOAR Online trainings for certification, ensuring compliance with state regulations.

EDUCATION

Bachelor of Business Administration

📅 Mar / 2012-Mar / 2015

University of California, Berkeley

📍 Seattle, WA

Focused on Human Resource Management and Organizational Behavior.

SKILLS

Employee Relations

Problem-solving Skills

Benefits Analysis

Effective Communication

Regulatory Compliance

Organizational Skills

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

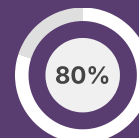
💼 Stewardship

👥 Teamwork

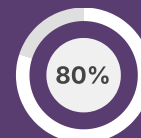
🔑 Tenacity

🔭 Vision

LANGUAGES



English



Mandarin



Arabic

ACHIEVEMENTS

★ Streamlined the benefits enrollment process, resulting in a 30% increase in participation during open enrollment.

★ Developed an employee benefits training program that improved understanding of benefits options by 40%.