
Benefits Administrator Resume

Job Objective

Looking for work as a Benefits Administrator to help increase the efficiency and help the organization to meet their long-term goals.

Work Experience:

Benefits Administrator, November 2007 – Present
PFCCB Administration, Inc., Saint Louis, MO

- Administer the various program such LOA and FMLA for employees.
- Facilitated the various benefit processes such as loan defaulters.
- Ensured proper documents are presented to the third party vendor to maintain follow up.
- Studied and prepared solutions to various appeals relating to benefits such as claim defaulters and incorrect billing.
- Assisted the customers and employees on details of the benefit programs.
- Maintained records of all data on the HRIS in a timely manner.
- Verified the billings and other contracts to check for discrepancies.
- Processed the wire transfers to vendors after the verification.

Benefits Administrator, December 2001 – October 2007
Charter Communications, Inc., Saint Louis, MO

- Resolved all benefit related queries from employees and other human resources contacts.
 - Assisted the human resources to educate the employees on the various benefit programs.
 - Prepared weekly reports and audited it regularly to streamline the benefit data in order to remove any errors.
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Education:

Bachelor's Degree in Human Resource Management, Texas College, Tyler, TX

Summary of Qualifications:

- Strong experience in benefits administration
- Familiarity with PeopleSoft HR and the other HRIS systems
- Proficient with Reports Smith, Crystal, SQL and Query Analyzer
- Good understanding of welfare plan provisions – ERISA, COBRA, FMLA, ADA, Section 125, and Worker's Compensation plans
- In-depth knowledge of benefit plans and programs including design and administration
- Ability to work on Payroll systems, ADP and Ceridian
- Wide knowledge of Federal laws of the employee benefits program and workers compensation
- Ability to handle confidential material

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