
BENEFITS ASSISTANT RESUME

Objective:

Seeking the Benefits Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Huge experience in medical billing, insurance and benefits
- Exceptional time management and organizational skills
- Ability and desire to work as part of a team as well as individually
- Ability to handle confidential information

Work Experience:

Benefits Assistant
Lease & LaBau, Inc., New York, NY
August 2005 to till date

- Assisted in enrolling employees in Insurance Benefits.
- Provided enrollment data to carriers.
- Handled COBRA Administration.
- Assisted with FSA management.
- Maintained HRIS information on database.

Benefits Assistant
Ambrose Employer Group, New York, NY
May 2000 to July 2005

- Supported claims research, education and dispute resolution.
- Maintained claims and record keeping process for employee benefit plans.
- Assisted with specific vendor relationships on a day-to-day basis.
- Assisted in administering short term disability, long term disability, and life insurance benefits.
- Issued certificates of coverage for workers compensation and disability certificates.

Education:

Bachelor's degree in Human Resource Management
University of Utah, Salt Lake City, UT

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