
Benefits Clerk Resume

Job Objective

To obtain a Benefits Clerk position in a company that will allow me to grow with the company.

Summary of Qualifications:

- Proficient in handling the computer
 - Working knowledge of Microsoft Office applications
 - Knowledgeable with employment laws, worker's rights and compensation, etc
 - Strong verbal and written communication skills
 - Strong administrative skills
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Work Experience:

Benefits Clerk, May 2004 – Present
Baton Rouge, Somerville, NJ

- Managed payroll activities.
- Monitored and recorded any changes in employee information.
- Relayed any employee information change to insurance companies and 401K companies.
- Kept historical reference of claims and benefits.
- Filed and retrieved records of claims and benefits.

Benefits Clerk, March 2002 – April 2004
AppleOne, Somerville, NJ

- Submitted payroll reports for management appraisal.
 - Solved payroll inconsistencies by gathering and analyzing data.
 - Accomplished disability/workers compensation forms.
 - Posted ads to fill vacant positions in the firm.
 - Handled temp agencies weekly.
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Education:

Associate Degree in Commerce, Cuyahoga Community College District, Cleveland, OH

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