
Benefits Consultant Resume

Job Objective

To obtain a Benefits Consultant position where I will get a chance to utilize my knowledge and my experience.

Work Experience:

Benefits Consultant, August 2005 – Present
WellCare, Arverne, NY

- Generated and produced referrals utilizing sources other than support by corporate.
 - Performed and conducted prospective sales and renewal presentation meetings.
 - Communicated and interacted with clients concerning daily service issues.
 - Utilized Health Carrier Software to produce rates and performed provider searches.
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Summary of Qualifications:

- Remarkable experience in benefits consulting and administration
 - Familiarity with Human Resources function and policies
 - Skilled in the benefits enrollment process, compiling data and generating reports
 - Proficient with SAP, payroll, Microsoft Office application and Rating Software
 - Ability to manage clients and projects independently
 - Ability to maintain confidential information
 - Ability to provide guidance to clients in the decision-making process
 - Excellent customer service and mathematical skills
 - Superior verbal and written communications skills
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Education:

Bachelor of Science in Marketing, Northern Kentucky University, Kentucky, KY

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