
Benefits Representative Resume

Job Objective

Searching for the opportunity to work as a Benefits Representative with growing company in which my abilities will be an asset to company.

Highlights of Qualifications:

- Remarkable experience with administration of benefits programs
 - Familiarity with Section 125 cafeteria plans, FMLA, COBRA, ADA , ERISA and HIPAA regulations
 - Wide knowledge of employee benefit programs and requirements
 - In-depth knowledge of federal and multi-state employment laws and benefit laws
 - Proficient with HR automated systems
 - Ability to provide support and train various levels of users via phone
 - Amazing customer service, time management, multi-tasking and interaction skills
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Professional Experience:

Benefits Representative

Key Personnel Services, Philadelphia PA

November 2006 – Present

- Supervised the medical, dental vision, FSA, Life, LTD and COBRA plans.
- Aided open enrollment and the annual benefits evaluation process and ensured that the participants received needed government notifications.
- Maintained the employee benefit folders.
- Coached new hires during on boarding and handled uploading of new hire materials on the website.
- Managed routine reports and the benefit plans and even assisted manager on various projects throughout the year.
- Coordinated FSA non-discrimination testing and collaboration of the 5500 and distribution of the SAR.

Benefits Representative

Digital Insurance, Philadelphia PA

February 2001 – October 2006

- Handled client and vendor queries as well as extended support when needed.
 - Executed research and problem resolution and handled cases from participant call center.
 - Formulated standard reports and send to clients and even nurtured positive client relationship.
 - Outlined daily and weekly checklists for tracking of compliance with SAS70.
 - Executed all BR/QAS functions as given in the HWSE Service Delivery Manual.
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Education:

Bachelor's Degree In Human Resources

Northern Arizona University, Flagstaff, AZ

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