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## Benefits Specialist Resume

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### Job Objective

To expand experience in the field and help better the company as a whole by using my years of experience and attained skills as Benefits Specialist.

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### Highlights of Qualifications:

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- Remarkable experience in Human Resources and benefits
  - Huge knowledge of Report writing
  - Deep knowledge of HR processes
  - Familiarity with applicable software programs
  - Amazing ability to meet standards
  - Outstanding ability to manage independently
  - Superior communication skills
  - Excellent problem management and organization skills
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### Professional Experience:

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Benefits Specialist  
Amedisys, Salt Lake City, UT  
May 2006 – Present

- Analyzed benefit data in HRIS.
- Organized benefit import and export files.
- Evaluated compliance audit data.
- Coordinated with Benefits and HRIS team.
- Imparted technical and functional support.
- Collaborated with benefit vendors.

Benefits Specialist  
Conversion Partners, LLC, Salt Lake City, UT  
March 2003 – April 2006

- Carried out phases of payroll processing cycle.
  - Enforced forms and processes.
  - Outlined bi-weekly and bi-monthly payroll.
  - Aided specialized processing and outlined manual payroll checks.
  - Evaluated timecards and payroll files.
  - Formulated varied reports and aided employees and supervisors.
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### Education:

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Bachelor's Degree in Accounting  
Carthage College, Kenosha, WI

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