
Compensation And Benefits Manager Resume

Job Objective

To obtain a position as Compensation and Benefits Manager with an established company in where I can enhance my skills and help the company to grow.

Highlights of Qualifications:

- Certification in CCP and CEBS
 - Experience to forecast beget compensation programs and analyzed results
 - Sound knowledge of employee benefit program
 - Profound knowledge of state and federal regulations
 - Ability to ensure compliance to all deadlines
 - Ability to implement all infrastructure strategies
 - Operational skills of Microsoft Office applications
 - Good communication skills in both oral and written forms
 - Proficient in HRIS systems
 - Familiarity in mathematical operations
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Professional Experience:

Compensation and Benefits Manager
PepsiCo, Corpus Christi, TX
October 2008 – Present

- Planned and supervised efficient compensation activities.
- Developed compensation scorecards and provided update.
- Administered annual open enrollment process and resources.
- Supervised efficiency of classification systems and provided job description.
- Analyzed all compensation plans according to policies and regulations.
- Designed various tools for employee benefit programs.
- Evaluated benefit programs for various mergers and acquisitions.
- Prepared required reports for all programs.

Compensation and Benefits Specialist
United Natural Foods Inc., Corpus Christi, TX
August 2003 – September 2008

- Administered everyday activities of employee benefit programs.
- Coordinated with various departments for all communication materials.
- Performed research to resolve all issues and recommend improvements.
- Developed and maintained relationship with internal and external customers.
- Prepared ad hoc reports for ongoing programs.
- Designed job descriptions and evaluated changes.

Compensation and Benefits Analyst
Honeywell, Corpus Christi, TX
May 1998 – July 2003

- Maintained and provided update to job description files.
 - Coordinated with director and prepared appropriate budget.
 - Provided update to human resource information system.
 - Prepared materials required for Board of trustee meeting.
 - Analyzed compensation and benefit activities for employees.
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Education:

Bachelor's Degree in Human Resources
John Carroll University, University Heights, OH

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