
Employee Benefits Administrator Resume

Job Objective

To use my experience and expertise as an Employee Benefits Administrator to help boost the organization and increase sales.

Summary of Qualifications:

- Sound knowledge of benefit plans and of record-keeping systems
 - Wide knowledge of federal, state, and local wages, overtime, tax, and deduction regulations
 - Familiarity with ERISA, FMLA, COBRA, the Patient Protection and Affordable Care Act, Worker's Compensation and HIPAA
 - Ability to write reports, business correspondence, and procedure manuals
 - Ability to process all insurance claims according to the prescribed procedures
 - Proficient in using HRIS systems, spreadsheets and various word processing software
 - Ability to develop interpersonal relationships with the representatives of the benefits
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Work Experience:

Employee Benefits Administrator, November 2007 – Present
Department of Workforce Services, Bowling Green, KY

- Facilitated the employees of the client in understanding the benefit program.
- Assisted the employees in processing the general claims.
- Maintained records of the eligibility of the employees, the paperwork required.
- Collated the name of the new employees to be sent to the appropriate people.
- Assisted the human resources in updating the information on the Human Resource Information System.
- Reconciled all the bills on a monthly basis to be sent to the client.

Employee Benefits Administrator, December 2001 – October 2007
Marsh & McLennan Companies, Inc., Bowling Green, KY

- Facilitated in providing the maximum coverage to the employee and the company in the least possible cost.
 - Administered the working of the existing plans and modified the plans for better benefit policies.
 - Surveyed the industry to get the best employee benefit program for the company.
 - Provided information on the policies to the various office locations.
 - Administered the smooth functioning of the employee benefit scheme.
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Education:

Bachelor's Degree in Business or Human Resources, Cleveland Chiropractic College, Los Angeles, CA

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