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## Employee Benefits Consultant Resume

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### Job Objective

To secure the position of Employee Benefits Consultant that will allow me to utilize acquired skills and experience.

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### Work Experience:

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Employee Benefits Consultant, August 2005 – Present  
Marsh and McLennan Companies, Arverne, NY

- Assisted in developing employee communications strategy.
- Oversaw other team members in the execution of open enrollment process.
- Developed and maintained vendor rapport and contacts.
- Examined information on staff health benefits.
- Assisted clients in managing billing, plan, agreement and necessary modification.
- Coordinated with client to administer applications related to employee benefits.

Employee Benefits Consultant, May 2000 – July 2005  
Willis North America, Arverne, NY

- Conducted marketing analysis and reviewed claim reports.
  - Reviewed applications and agreements, and managed rapport with carriers.
  - Prepared plan budgets and constructed employee contribution modeling.
  - Managed competitive bid processes.
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### Summary of Qualifications:

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- Admirable experience in analytical work related to employee benefits programs
  - Good understanding of government health and welfare field and general health care concepts
  - Amazing ability to prioritize and handle multiple tasks in a challenging work environment
  - Proficient with HR systems, payroll, and benefit enrollment systems
  - Great ability to work independently and with a team
  - Strong interpersonal, analytical and mathematical skill
  - Good command of Excel and strong oral and written communication skills
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### Education:

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Bachelor Science in Human Resources, Florida International University, Florida, FL

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