
EMPLOYMENT BENEFITS ANALYST RESUME

Summary:

An experienced professional who has previous exposure and involvement in the evaluation and analysis of market proposals for negotiating benefits, premium and competitive advantage for company employees; has performed documentations and proposals addressing requests for proposals to be submitted to new prospective clients as well as existing client for renewals; actively engages himself with the employees and encouraged them to participate in training programs and seminars on health welfare and safety; served as the single point of contact and key person for third party health care institutions and government agency alliances.

Professional Experience:

Employment Benefits Coordinator January 2001 – Present
Clear-Tone Communications Co, Staten Island, NY

Responsibilities:

- Handled overall monitoring and control of all Benefit Staff Division and their operations.
- Reported to the Benefits and Compensation Manager for department issues.
- Conceptualized health care training modules and submitted annual budget allocation proposals.
- Liaised with health care brokers to source out new updates and offers on health benefits and compensation.
- Selected employees for company benefits allocated to employees who performed exemplary jobs.

Benefits Staff January 1998 – December 2000
Clark Wire and Cable Co Inc, Mundelein, IL

Responsibilities:

- Acted as a coordinator to all employees who wanted to apply for maternity and hospital benefits.
- Maintained records and databases of all sickness benefit applications.
- Prepared collated reports of all employees who claimed sickness benefits.
- Acted as a point person for health care government agency follow-ups.
- Prepared training requirements and materials for health care trainings and seminars.

HR Assistant May 1985 – December 1987
Coleridge Products & Equipment, Inc., Harrison, AR

Responsibilities:

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- Selected employees for company benefits allocated to employees who performed exemplary jobs.

Benefits Staff January 1998 – December 2000
Clark Wire and Cable Co Inc, Mundelein, IL

Education:

1983-1985 Masters Degree in Employee Relations
Northwestern University, IL
1979-1983 Bachelor of Science in Human Resources Management
Northwestern University, IL

Skills:

- Above-average negotiation skills
 - Proficient in MS Office Word, Excel and PowerPoint
 - Excellent written and oral communication skills
 - Good organizational and management skills
 - Reliable analytical, documentation and bookkeeping skills
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Awards and Affiliations:

Human Resource Information Management Professional Association, Member
Society for Human Resource Development, Member

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