
HR Benefits Specialist Resume

Job Objective

Experienced HR Benefits Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Remarkable experience in corporate benefits and wellness programs
 - Familiarity with COBRA, FMLA, HIPPA, retirement plans
 - Ability to keep track of and stay ahead of critical timelines and deadlines
 - Ability to process retirement plan distributions
 - Ability to handle retiree disability and COBRA invoice processing
 - Ability to keep track of and stay ahead of critical timelines and deadlines
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Professional Experience:

HR Benefits Specialist

Netflix, New York, NY

May 2006 – Present

- Managed employee benefit issues.
- Handled benefit plan questions.
- Audited processes and aided as benefit vendor liaison.
- Coordinated resolution of benefit election errors.
- Reviewed accounting for benefit plans.
- Aided review of selection of benefits.

HR Benefits Specialist

VF Corporation, New York, NY

March 2003 – April 2006

- Scrutinized and assessed benefit plans.
 - Aided Continuing Education program.
 - Managed leave administration and processing of electronic eligibility files.
 - Handled administration and customer service of plans.
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Education:

Bachelor's Degree in Human Resource Management

Saint Augustine's College, Raleigh, NC

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