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## Leave Administrator Resume

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### Job Objective

Looking for work as a Leave Administrator to help increase the efficiency and help the organization to meet their long-term goals.

### Highlights of Qualifications:

- Remarkable experience in leave programs administration
- Huge knowledge of Human Resources and employee relations
- Deep knowledge of administering FMLA and worker's compensation
- Familiarity with human resources principles
- Amazing ability to identify issues and develop solutions
- Outstanding ability to maintain confidentiality

### Professional Experience:

Leave Administrator

Major Legal Services, LLC, Sherburne, VT

November 2007 – Present

- Managed federal, state and company leaves.
- Recognized leave type, determined eligibility and managed leave.
- Handled varied leave administrations activities.
- Enforced new policies and programs.
- Monitored laws, regulations and applicable obligations.

Leave Administrator

Willmott & Associates, Sherburne, VT

December 2003 – October 2007

- Coordinated with employee, manager, payroll and employee relations.
- Handled requests from STD & LTD carriers.
- Assisted third party administrators.
- Managed varied administrative functions.
- Administered monthly benefits vendor invoicing.
- Formulated monthly benefits processes.

### Education:

Bachelor's Degree in HR Management

Potomac State College, Keyser, WV

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