
Pension Administrator Resume

Job Objective

To use my ability to work well with people and special skills to fill a Pension Administrator position with right organization.

Highlights of Qualifications:

- Huge knowledge of defined benefit plans and pension industry
 - Deep knowledge of pension plans
 - Amazing ability to interpret technical information
 - Outstanding ability to manage independently
 - Excellent Math and MS Office skills
 - Superior customer service and communication skills
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Professional Experience:

Pension Administrator

Associated Pension Consultants, Appleton, WI

November 2007 – Present

- Interpreted pension programs for customers.
- Handled questions and imparted information.
- Supervised pension programs and testing compliance.
- Formulated summary annual reports.
- Aided clients by outlining retirement packages.

Pension Administrator

Retirement Strategies Inc., Appleton, WI

December 2003 – October 2007

- Formulated government filing forms.
 - Enforced and maintained procedures and systems.
 - Aided integrity and Sarbanes Oxley audit testing.
 - Computed retirement regulatory documents.
 - Acted as subject matter expert.
 - Outlined programs on retirement plans.
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Education:

Bachelor's Degree in Finance

Quincy University, Quincy, IL

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