
Retirement Plan Administrator Resume

Job Objective

Looking for work in this field with the position as a Retirement Plan Administrator in order to practice my learned skills.

Highlights of Qualifications:

- Remarkable experience with third-party vendor management
 - Huge knowledge of DATAIR and reconciling trust accounts
 - Deep knowledge of retirement plan administration systems
 - Familiarity with non-qualified deferred compensation plans
 - Amazing ability to manage in a team
 - Outstanding ability to multitask
 - Superior organization and time management skills
 - Excellent customer service and organizational skills
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Professional Experience:

Retirement Plan Administrator
MullinTBG, Arma, KS
November 2007 – Present

- Supervised retirement and capital accumulation plans.
- Managed compliance with plan document provisions.
- Coordinated with plan administrators and vendors.
- Imparted training and orientation to fresh staff.
- Extended client service and supervision for retirement plans.
- Corresponded with relationship management teams.

Retirement Plan Administrator
Chenega Corporation, Arma, KS
December 2003 – October 2007

- Aided required plan administration.
 - Coordinated with clients to resolve issues.
 - Collaborated with plan participants.
 - Managed resolution of relevant client issues.
 - Handled plan conversions and new plan set-up.
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Education:

Bachelor's Degree in Business Administration
Lamar University, Beaumont, TX

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