

JOB OBJECTIVE

Position as Senior Specialist, Group Insurance

SUMMARY OF QUALIFICATIONS

- Six years experience in benefits administration for groups of two to three thousand employees.
- Five years as a human resources generalist.
- Thorough knowledge of all aspects of group health, dental, life, and disability insurance including laws pertaining to group insurance.
- Strong communication and problem-solving skills.
- Computer literate.

PROFESSIONAL EXPERIENCE

1992-present

Employer Name, City, State

Sr. Benefits Administrator

Employer Inc. is recognized in the Washington, D.C. Metropolitan Area as a leader in the employee benefits field. Services provided include full administration of group insurance and cafeteria plans, as well as consulting services.

- Coordinated sales process of group insurance plans from first meeting with client through implementation.
- Designed group benefits packages balancing clients' financial limitations with the need to provide competitive benefits packages to employees.
- Developed comparative analyses of insurance carrier plans for client presentations.
- Made sales presentations to clients and conducted employee meetings.
- Negotiated with insurance carriers to provide the best benefits at the lowest cost to clients.
- Served as liaison between clients and insurance carriers to resolve complicated administrative and claims problems.
- Trained and supervised staff of four benefits administrators.

1989-1992

Employer Name, city, state

Personnel Specialist

The "Employer" was the federal agency charged with management and disposition of failed savings and loans and their assets.

- Assisted Director in setting up Human Resources Department, establishing new office, and instituting procedures.
- Screened more than 5000 applicants and expanded office from two employees to over 400.
- Conducted new hire orientation.
- Wrote office operating procedures.
- Trained new department members in payroll, benefits, and worker's compensation policies and procedures.
- Communicated with employees and management to assure adherence to Federal Personnel Policy and Procedure.

1987-1989

Employer, city, state
Personnel Records Coordinator

- Managed and maintained personnel database for over 600 employees.
- Recruited non-exempt employees.
- Counseled managers on handling of personnel related matters.
- Assisted Director in EEO reporting, updating Affirmative Action plan, and yearly budgeting process.

EDUCATION AND LICENSES

B.S., Business and Management (concentration in Human Resources and Labor Relations), University of College, *anticipated completion: May 1998*

State of anywhere in USA Life & Health Insurance License

PROFESSIONAL AFFILIATIONS

Member of Society for Human Resource Management

COMMUNITY SERVICE

University of State University College, Student Advisory Board Member