

SR. LEAVE OF ADMINISTRATIVE SPECIALIST

Professional Summary

HR Coordinator who brings 10 years developing efficient payroll and benefits processes within corporate human resources settings. Adept at learning new industry laws and standards, as well as incorporating relevant best practices into new planning and coordination.

Skills

- Benefits and payroll coordination
- Superb interpersonal skills
- Detail-oriented
- Background checks
- Time management
- Exit interviews
- Staff recruiting and retention
- ADP
- Fluent in English
- HRIS Lawson

Work History

Sr. Leave of Administrative Specialist 06/2013 to Current

Company Name " City , State

- Extensive knowledge of Section 125 cafeteria plans, FMLA, COBRA, ERISA and HIPAA regulations.
- Responsible to analyze and coordinate FMLA, STD, LTD, Military, Personal Leaves and Worker's Compensation.
- Makes determinations and takes appropriate actions(s) based on state and federal regulations.
- Supervise Benefits administration team
- ADA administration and compliance.
- Coordinate with employees, managers, HR Partners, and TPA's, to resolve complex leave of absence questions.
- Train management on proper leave of absence procedures.
- Review and document the Leave of Absence process for all locations.
- Represent organization at personnel-related hearings and investigations.
- Works closely with Safety Manager and Employee Relations Managers to implement preventative measures to reduce WC claims.
- Also acts as liaison between team and risk management in communicating changes/developments with TPA's.
- Prepares reports and statistics for lost time and absence trends.

Human Resources Specialist 11/2012 to 06/2013

Company Name " City , State

- Conducted employment verifications and investigations.
- Facilitated the criminal background check process for new hires.
- Managed all aspects of leave administration, including employee notifications and vendor management, disability programs and health benefits.
- Acted as liaison between employees and insurance carriers to resolve problems and clarify benefits.
- Shadowed employees to determine an accurate description of the duties and skills required for each position.
- Handled understaffing, disputes, terminating employees and administering disciplinary procedures.

Benefits Administrator 05/2012 to 11/2012

Company Name " City , State

- Responsible for directing and planning the day-to-day operations of group benefit programs (group health, dental, vision, long-term disability, worker's compensation, life insurance, supplemental insurances, Health Savings Plan, 401(k) plan and retirement plan).
- Investigated new benefit programs, improve existing programs, supervise and monitor benefit administration.
- Ensured that all invoices from Vendors are prepared and submitted accurately to Accounting.
- Coordinated annual open enrollment.

Leave of Absence Consultant 02/2012 to 05/2012

Company Name " City , State

- Coordinated the administration of disability and leave programs.
- Advised employees on eligibility, provisions, and other matters related to disability and leave programs.
- Consulted with and advise employees, managers and occasionally HR Managers on eligibility, provisions, and other matters related to disability and leave.
- Assisted in the preparation and maintenance of employee leave communications.
- Recommended new and/or improved benefit plan processes and/or cost-saving measures.

Senior Benefits Analyst 05/2011 to 11/2011

Company Name " City , State

- Provided innovative solutions that evolve our benefit offering and strategy Delivered annual financial and plan reporting inclusive of return on investment (ROI), metrics and measures, demographic and plan analytics Analyzed, evaluate and present proposed business initiatives and/or issues.
- Develop recommendations or solutions that support the business Translated customer needs into effective, valuable solutions and communicate solutions to the business.

- Ensured effective and efficient operations of our plans Provided communication, training and support to stakeholders Managed vendor partners to ensure the best in class products, programs and service Ensured compliance with all local, State and Federal regulations.

Corporate Human Resources Coordinator 10/2006 to 05/2011

Company Name " City , State

- Maintained human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases and tracking leave time.
- Administered and counseled with employees on leaves of absence, FMLA, STD/LTD, Workers Compensation to include documentation, reporting, pay and communication to employee/manager.
- Liaison with TPA managing COBRA enrollments.
- Assisted in preparation of employee separation notices and related documentation Provide communication, training and support to stakeholders Organized and administered various special projects for the human resource department such as policies, new hire booklets, compiling data for audits.
- Handled Tuition Reimbursement approval.
- Immigration process using the E-Verify program.
- Conducted Exit interviews.

Human Resources Benefit Representative 10/2003 to 10/2006

Company Name " City , State

- Managed daily entries for new hires, status changes, terminations, health benefits and welfare benefits.
- Resolved escalated health benefit issues that derived from the Human Resources Service Center.
- Conducted monthly audits from carrier's invoices and resolving discrepancies.
- Liaison with TPA managing COBRA enrollments.
- Managed hiring, enrollment, and orientation for staff members, physicians, fellows, residents and nurses.
- Conducted new hire orientation and annual enrollment with the benefit's team.

Education

Master of Science : Current Penn State University - City , State Human Resources and Employment Relations

B.S : Human Resources Management 12 2012 Capella University - Human Resources Management

Certifications

FMLA Specialist Certification - HR Certification - September 2014

Affiliations

Benefits and Compensation Certification - Cornell University - November 2006 Affiliations Society for Human Resource Management (SHRM)

CEB Human Resources Network

Skills

Accounting, ADA, ADP, benefits, Benefits administration, clarify, directing, documentation, Employee Relations, financial, hiring, HRIS, human resource, Human Resources, HR, insurance, Lawson, managing, Works, PeopleSoft, personnel, policies, processes, recording, reporting, risk management, Safety, SAP, statistics, strategy, vendor management, vision