**Benefits Specialist Resume Sample**

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**Job Objective:**

Experienced and knowledgeable Benefits Specialist seeking a senior position with 'ABC Company' to assist the employees get maximum benefits and ease in processing of claims.

**Summary of Skills:**

* In-depth information about employee benefits programs, including health and life insurance, childcare, dental care, and pension plans
* Ability to communicate with the company's insurance carriers to address claims, and coverage issues
* Proficient in performing tasks related to data entry, records management, and do telephonic communication with insurance providers as required
* Adept at explaining insurance benefits offered by the company in detail by complying with the firm's HR policy
* Capable of educating the employees regarding benefits program needed to claim the benefits
* Hands-on experience of serving as a liaison between the employer, and the insurance company
* Problem solver with excellent communication skills

**Work Experience:**

Benefits Specialist
Medford TechnoSolutions, West Hartford, CT
February 2016 – Present

* Responsible for providing information about the company's benefits policies to new recruits throughout the year
* Researching and suggesting recommendations about benefits packages as per company's budget
* Resolving employee questions and doubts regarding health insurance, life insurance, and coverage as necessary
* Liaising for the policy provider and concerned employee to ensure fast processing of claims
* Consistently updating employee data in the company's database with respective policy, and sending timely reminders to pay monthly or quarterly premium
* Preparing reports on the cases handled, and claims processed for health or educational purposes
* Ensuring employees get maximum benefits from the insurance policy in terms of coverage

Benefits Specialist
ChanceLight Corporate, West Hartford, CT
November 2014 – January 2016

* Took responsibility for the administration of various benefits, and retirements program offered by the company
* Provided information about the benefits program including medical, vision, dental, life insurance, short-term disability, and health reimbursement arrangements to employees
* Coordinated with insurance service providers to educate employees on different benefits plans
* Conducted discussion sessions with employees to understand their needs, financial resources, and suggested the best policy as per requirements
* Performed administrative tasks like maintaining records, and handling policy renewals for 300+ employees
* Forwarded emergency or special cases to the insurance provider company, and assisted in fast processing of claims
* Reviewed documents submitted by the employees for the insurance policy, and informed about the missing papers if any

Benefits Specialist Trainee
ChanceLight Corporate, West Hartford, CT
July 2013 – October 2014

* Developed an understanding and working knowledge about different insurance policies, and contracts
* Worked with insurance providers to understand about the provisions, policy clauses, exclusions as well as statutory requirements to determine the best policies for the company, and prepared concise reports
* Understood appropriate methods used for claim procedures and assisted employees accordingly
* Became familiar with the reference materials, and type of reports required in case of medical issues involving employees or his family
* Created step-wise administrative procedures for employees requiring long-term policies, and ensured easy processing of the claims
* Collaborated with insurance carriers and consultants for developing benefits programs
* Updated employee records in the computer system

**Education:**

* Bachelor's Degree in Human Resources
University of Hartford, West Hartford, CT
2011
* Diploma in Insurance Services – University of Hartford
West Hartford, CT 06117
2012

**Reference:**

On request.