**Sample Benefits Manager Resume**

**Jack Waugh**  
32876, North 43 Street  
Carlisle, TR 23754  
104 382 48339 **Objective:** Seeking for a responsive and interesting position of benefits manager for a leading company.

**Work Experience:**  
  
**Greatvine Inc., Minneapolis, MN**  
**Worked as Assistant Manager**

**Responsibilities:**

* Responsible for carrying out, developing and administrating the benefit policies and organizations rewards
* As an assistant manager provides presenting options for employees
* Helped manager with benefits packages
* Responsible for various other duties as assigned

**Human Resources, Boston**  
**Worked as Managing Director**

**Responsibilities:**

* Responsible for directing and managing the attempts of HR teams in the areas such as recruiting, training, development, compensation, benefits, staffing, employee relations etc.
* Responsible for completing and developing progressive programs of human resources for $100m division
* Responsible for various other duties as assigned

**Education:**  
B. A. in Finance, Boston University, Boston