

BENEFITS PROFESSIONAL HUMAN RESOURCES – CORPORATE WELLNESS

Health and Welfare Benefits Administration | Vendor Relations and Management Annual Enrollment Planning and Communications

Disciplined and motivated professional offering rich history of career success creating and implementing benefits strategies, responding to business needs, and supporting benefit integration efforts following acquisitions. Demonstrated talent delivering projects on time while consistently surpassing expectations.

Recognized for achieving extraordinary gains in annual enrollment, cultivating strong vendor relationships, and ensuring compliance with all state and federal regulations. Thrive on steering creative programs and projects interpreted as successful and impactful to all employees. Energized with solving problems, and educating employees about programs providing positive impact.

- ➔ Lead integration of benefits programs into acquired organizations.
- ➔ Recognized for seamlessly implementing a Consumer Directed Health Plan (CDHP) with Health Savings Account (HSA) for 3,800 of employees across 48 US locations.
- ➔ Redesigned annual enrollment communications programs and materials to raise participation numbers.
- ➔ Rolled out extensive corporate wellness program effecting up to 3,800 staff.

Benefit Plan Compliance | Health and Welfare Administration | Open Enrollment Project Plan Development
Wellness Program Integration | Wellness Program Management | CDHP Project Plan Lead | Vendor Management
Pre- and Post-Acquisition Benefit Plan Integration | Benefit Plan Communications | New Hire Orientation
Leave of Absence Administration | Savings and Retirement Plan Administration/Compliance

CAREER EXPERIENCE AND CONTRIBUTIONS

ABCD | City, ST

2014 – Present

Senior Benefits Manager

Direct Reports: 2 – Manager, Senior Wellness Coordinator; **Indirect Reports:** 1; **Budget:** \$35 million

Recruited to global producer of xyz to steer rollout of CDHP plan. In addition, manage wellness programs, oversee day-to-day benefits, streamline processes, and manage vendor relationships for 5,000 employees across 20 facilities.

- Reduced significant volume of open issues concerning employee dissatisfaction and systems performance by replacing resources within the Aon Hewitt consulting team and streamlining processes to drive productivity, efficiency, and excellence.
- Secured \$1 million wellness program funding from CFO to introduce industry-leading programs positively received globally, including healthy vending options, walking workstations, virtual concierge services, health coach support, and more.
- Strengthened annual enrollment penetration by redesigning communication materials used to drive employee interest and participation.

EFGH, INC. (formerly LMNOP) | New York, NY

2001 – 2014

Manager, Benefits

Budget: \$38 million

Retained following purchase of LMNOP as direct report to VP of HR to manage the administration of all US-based health and welfare and savings and retirement benefits for 3,800 employees located across 48 facilities. Managed and evaluated benefits strategy, assessed ongoing plan maintenance, and provided continuous communication to support the benefits programs offered to employees. Collaborated with plan vendors and consultants to ensure high quality service. Led benefits integration efforts following acquisitions.

- Exceeded CDHP with HSA enrollment goal (25% vs. 23%) by creating and executing a new and intense communication plan.

- Managed integration of 900 LMNOP employees into the EFGH benefits program as well as the simultaneous integration of 900 XYZ and STU employees.
- Partnered with vendor to rollout onsite health coaching program at the largest manufacturing location employing 800 individuals year one and second year rollout to 750 additional employees at two additional locations to achieve employee engagement of 40% and a 10% reduction in claims costs.

Human Resources Manager, Benefits (2002 – 2008) | Benefits Specialist (2001 – 2002)

Direct Reports: 2 – Benefits Coordinator, HR Representative; **Budget:** \$16M

Promoted in less than one year to create compensation plan and guide employee relations efforts. Developed and executed strategic goals and initiatives involving benefits offered to 1,500 employees throughout multiple states. Researched and implemented additional employee benefits after evaluating features and ensuring compliance with federal and state regulations. Served as company liaison to plan vendors, assisted auditors through annual benefit plan audit and compliance testing, and oversaw COBRA, Leave of Absence, Workers Compensation, and FMLA administration.

- Led downsizing activity involving non-transferring employees; conducted exit interviews, determined separation package agreements, and partnered with department managers to guide transition.
- Managed pension plan freeze with transition to Safe Harbor 401(k) to strengthen prospective employee interest in company while responding to need to eliminate pension plan funding.
- Piloted termination of employee stock ownership plan (ESOP) by conducting all administrative and communication efforts.
- Headed termination of manufacturing division pension plan for union location being transitioned to offshore manufacturing.

Earlier Career Experience

- Human Resources Administrator – Advanced Graphics
- Senior Benefits Analyst – ABC America Inc.
- Benefits Administrator – Acme Manufacturing Inc.

EDUCATION

UNIVERSITY OF MICHIGAN
Bachelor of Science Degree
Major: Elementary Education

PROFESSIONAL TRAINING

Certificate in Human Resources
eCornell School of Industrial and Labor Relations, Certificate, Human Resources and the Law

CERTIFICATION

Certified Employee Benefits Specialist (CEBS) Designation

AFFILIATIONS

International Foundation of Employee Benefits Professionals (IFEBP)

TECHNOLOGY

Windows 7, Microsoft Office: Word... Excel... PowerPoint... Outlook, Microsoft Internet Explorer, Ultimate Software HRIS, ADP HR Profile, Enterprise, ADP Benefits Expert