

**Name**  
Address  
Phone  
[E-mail@email.com](mailto:E-mail@email.com)

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## PROFESSIONAL SUMMARY

Employee Benefits Coordinator with five years' experience in developing and implementing employee benefits for employer groups. Formulated and individualized proposals and executed benefits analysis. Incorporated health, life and supplementary benefits as well as cafeteria plans to enhance group benefits. Possess strong written and verbal communication skills, exceptional computer skills and known for my work ethics, efficiency, dependability and confidentiality.

## EDUCATION

### CUYAHOGA COMMUNITY COLLEGE, HIGHLAND HILLS, OHIO

Pursuing Associates of Arts Degree in Business Administration- Human Resource Management  
Expected graduation – May 2014

- Received Advance Leadership Certification -- Spring 2012
- Received Deans' List Certificate--- Spring 2011/12 3.7 GPA - Fall 2010 4.0 GPA

### HONDROS COLLEGE, DALLAS, TX

Life, Health, Accident Insurance, and Variable Annuity Certification Training – 2003

## TECHNICAL SKILLS

Microsoft Office 98/00/07/10 – Word, PowerPoint, Publisher, Excel, Visio, One Note, and Outlook  
ASL, basic skills

## EMPLOYMENT HISTORY

### COMPANY XXX - MANTUA, OH

2008 - 2010

#### Receptionist

Managed Call Center Building. Implemented dedicated schedule of ordering office supplies for both call centers in Solon, Ohio and Pensacola, Florida. Guided and assisted all visitors and vendors.

- Reduced Call Center supply budget by 20%
- Created and implemented filing system
- Planned Call Center events

### COMPANY XXX - INDEPENDENCE, OHIO

2003 - 2008

#### Employee Benefits Coordinator/Sales Associate

Established employer groups by cold calling. Implemented and customized supplemental benefits for employee/individuals. Prepared proposals conducted open enrollment and facilitated benefits overview.

- Reinstated inactive accounts
- Developed and executed Employee Benefits, generated proposals and completed benefits analysis
- Handled and submitted clients claims and provided exceptional customer service

**COMPANY XXX - CITY, STATE**

**2001 -2003**

**Independent/ Certified Beauty Consultant/Leadership Representative**

Canvassed North Eastern Ohio, reestablishing and creating a client base. Processed bi-weekly sales orders. Supervised up to 10 representatives. Facilitated team meetings and workshops. Provided exceptional customer service to ensure repeat business.

- Made President Club within my first six months with company
- One of several speakers to share my experience with at the annual awards ceremony

**ORGANIZATIONS/AFFILIATIONS**

- CEOGC Parent Policy Council Board
- Community Association
- Newell Road Block Club
- National Association of Insurance Professionals
- Local Community Association

SAMPLE