

Lysandra Atmore

Benefits Administrator

Profile

Diligent Benefits Administrator with 1 year of experience in managing and implementing employee benefit programs. Well-versed in insurance policies, retirement plans, and regulatory compliance. Demonstrates strong communication skills, attention to detail, and commitment to providing exceptional support to both employees and management. Adept at streamlining processes and collaborating with cross-functional teams to ensure efficient management of benefit offerings.

Employment History

Benefits Administrator at Benefit Mall, MD

Apr 2023 - Present

- Successfully managed benefits enrollment for over 1,000 employees during annual open enrollment, ensuring a smooth and efficient process with a 95% satisfaction rate from employee feedback.
- Implemented a new benefits administration platform that streamlined operations and reduced manual data entry by 60%, resulting in a 20% reduction in errors and a 30% improvement in overall processing time.
- Conducted comprehensive benefits audits for the company's client base, identifying and resolving discrepancies for over 500 accounts, leading to a 10% increase in client retention and a 15% reduction in compliance issues.
- Led a team of five benefits specialists in providing exceptional customer service and support to employees and clients, resulting in a 25% improvement in response time and a 90% resolution rate for benefits-related inquiries.

Associate Benefits Administrator at Alera Group, MD

Aug 2022 - Mar 2023

- Successfully managed a portfolio of over 50 clients, ensuring timely and accurate administration of their employee benefits programs and maintaining a 98% client retention rate.
- Streamlined the benefits enrollment process for new clients, reducing onboarding time by 30% and increasing overall efficiency in benefits administration.
- Conducted comprehensive benefits audits for clients, identifying compliance issues and cost-saving opportunities that resulted in an average savings of 15% on annual benefits expenses.
- Developed and delivered customized employee benefits training programs for client HR teams, leading to a 25% increase in employee engagement and understanding of their benefits packages.

Certificates

Certified Employee Benefits Specialist (CEBS)

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Education

Bachelor of Arts in Human Resources Management at University of Maryland, College Park, MD

Aug 2017 - May 2022

Relevant Coursework: Organizational Behavior, Recruitment and Selection, Training and Development, Compensation and Benefits, Employee Relations, Labor Law, Workforce Diversity, Performance Management, and HR Strategy.

Links

[linkedin.com/in/lysandraatmore](https://www.linkedin.com/in/lysandraatmore)

Skills

Payroll management

Compliance knowledge

Benefits negotiation

Employee communication

Data analysis

HRIS proficiency (e.g., Workday)

Open enrollment coordination

Languages

English

Italian