Keori Shavor

Benefits Administrator

👤 Profile

As a Benefits Administrator with over one year of experience, I excelled in managing employee benefits programs, ensuring compliance with relevant regulations, and providing exceptional support to employees. My expertise in benefits administration included overseeing health and welfare plans, retirement savings, and wellness programs. I successfully collaborated with HR teams and external vendors to streamline benefits processes, created informative materials for employees, and consistently monitored the effectiveness of the benefits programs. My strong communication skills and attention to detail enabled me to resolve employee inquiries and concerns effectively, contributing to a positive work environment and overall employee satisfaction.

💼 Employment History

Benefits Administrator at Aon Hewitt, ME

Dec 2022 - Present

- Successfully implemented a new benefits enrollment system for over 5,000 employees, resulting in a 30% reduction in processing time and a 20% increase in overall employee satisfaction with the benefits enrollment process.
- Streamlined the benefits administration process by consolidating multiple vendor relationships, leading to a 15% cost savings in annual benefits spending while maintaining high-quality service for employees.
- Designed and executed a comprehensive communication strategy that increased benefits program awareness and understanding among employees by 40%, leading to higher utilization rates and improved employee retention.

Benefits Coordinator at WageWorks, ME

Aug 2022 - Nov 2022

- Successfully implemented a new benefits enrollment system for over 5,000 employees, resulting in a 30% reduction in processing time and a 25% increase in overall employee satisfaction with the enrollment process.
- Streamlined communication between HR and employees regarding benefits packages, leading to a 15% decrease in benefits-related inquiries and a 20% increase in employee understanding of their benefits options.
- Conducted an extensive analysis of benefits offerings and identified areas for cost savings, ultimately negotiating with providers to save the company $200,000 annually while maintaining the quality of benefits for employees.

🎓 Education

Bachelor of Arts in Human Resources Management at University of Southern Maine, Portland, ME

Aug 2017 - May 2022

Relevant Coursework: Organizational Behavior, Recruitment and Selection, Training and Development, Compensation and Benefits,

Details

keori.shavor@gmail.com

(913) 375-7734

126 Maple Street, Portland, ME 04101

Links

linkedin.com/in/keorishavor

Skills

Benefits Administration

Employee Relations

Compliance Management

Data Analysis and Reporting

Communication Skills

HRIS Proficiency (Human Resources Information System)

Organizational Skills

Languages

English

Urdu

Hobbies

Gardening

Scrapbooking

Pottery-making