

# Juliette Squibb

Benefits Administrator

## Profile

As a Benefits Administrator with over a year of experience, I successfully managed and administered employee benefits programs for a mid-sized company. My expertise in benefits planning, employee communication, and vendor relationship management allowed me to effectively streamline processes and ensure a high level of accuracy and compliance. I took pride in my ability to analyze and resolve benefits-related issues promptly, and I consistently provided excellent customer service to both employees and external partners. My strong organizational skills, attention to detail, and adaptability ensured the seamless administration of benefits programs, contributing to increased employee satisfaction and retention.

## Employment History

### Benefits Administrator at Aon Hewitt, TN

Dec 2022 - Present

- Successfully implemented a new benefits enrollment system for over 10,000 employees, resulting in a 25% increase in on-time enrollments and a 15% reduction in administrative errors.
- Streamlined the benefits administration process by conducting comprehensive audits and identifying areas of improvement, ultimately saving the company \$150,000 annually in operating costs.
- Introduced a wellness program initiative that increased employee participation by 50%, leading to a 20% reduction in healthcare costs for the company within the first year.

### Benefits Coordinator at Willis Towers Watson, TN

Aug 2022 - Nov 2022

- Successfully implemented a new benefits enrollment system for over 5,000 employees, resulting in a 25% reduction in processing time and a 40% decrease in enrollment errors.
- Streamlined the benefits communication process by creating a centralized online resource hub, leading to a 30% increase in employee engagement and understanding of their benefits packages.
- Conducted a comprehensive review and analysis of the company's benefits offerings, resulting in the introduction of three new benefits options and a 15% overall cost savings for the organization.

## Education

### Bachelor of Arts in Human Resources Management at Middle Tennessee State University, Murfreesboro, TN

Sep 2018 - May 2022

Relevant Coursework: Organizational Behavior, Employee Relations, HR Analytics, Compensation and Benefits, Recruitment and Selection, Training and Development, Employment Law, Performance Management, and Change Management.

## Certificates

### Certified Employee Benefits Specialist (CEBS)

Jan 2022

## Details

[juliette.squibb@gmail.com](mailto:juliette.squibb@gmail.com)

(752) 277-0549

123 Oak Street, Nashville, TN 37203

## Links

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

## Skills

Benefits administration

Employee relations

Compliance management

Communication skills

Analytical thinking

Attention to detail

Time management

## Languages

English

Hindi

## Hobbies

Gardening

Scrapbooking

Playing a musical instrument