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| **EDUCATION**  |  | **EXPERIENCE** **Senior Human Resources Manager** 2020 - PresentPrudential Financial Bronxville, NY* Reported directly to the Vice-President of Human Resources.
* Sourced, screened and interviewed candidates for opportunities in Human Resources, Information Technology and Administrative Support.

**Human Resources Supervisor** 2019 – 2020Citi Bronxville, NY* Attended third party administrator conferences on new changes or procedures to company benefit plans.
* Increased search efficiency & legal compliance by implementing electronic employee records.
* Responded to employment verification requests; updated personnel files.
* Developed Safety Program and achieved results from bottom 5% to number one in the company for safety.

**Benefit Specialist** 2009 - 2019Xerox Bronxville, NY* Filed and processed retirement plans in accordance with federal and company regulations.
* Process eligibility applications for NJ Family Care/State Medicaid Program.
* Administered medical, dental, vision, HSA, FSA and Dependent Care plans of UAW active and retired employees.
* Provided Annual Enrollment information based on the new Health Care Reform Act while enforcing Federal HIPPA guidelines and state mandates.

**Benefits Representative** 2004 - 2009Xerox Bronxville, NY* Provide first point of contact support for incoming calls or email requests from plan participants.
* Assist with health care and 401k benefits for different clients, such as Ford Moter Company and Dana.
* Learned the knowledge base for Cobra, Flexible Spending Accounts such as Health
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| **Bachelor's Degree Business**1996 - 1999Monroe CollegeBronxville, NY |  |
| **KEY SKILLS** * Procedures
* Performance Evaluations
* Effective Communication
* Absence
* Company Policies
* Long-Term Disability
* Data Analysis
* Business Goals Erias
* Short-Term Disability
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