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| **EDUCATION** |  | **EXPERIENCE**  **Senior Human Resources Manager** 2020 - Present  Prudential 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 – 2020  Citi 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 - 2019  Xerox 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 - 2009  Xerox 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 |
| **Bachelor's Degree Business** 1996 - 1999 Monroe College Bronxville, 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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