
SUMMARY OF QUALIFICATIONS

- Six years of human resources experience in benefits and compensation and talent recruitment
- Expertise with benefits administration, analysis, and policy negotiations
- Proficient with human resources information systems including ADP, Workday, and PeopleSoft

PROFESSIONAL EXPERIENCE

Benefits Specialist

March 2021 - Present

Rally Services, St. Louis, MO

- Administer all benefits programs including leave, retirement, and health, life, and disability insurance
- Monitor trends, Federal and state regulations, and relevant legislation in order to make recommendations for updates to compensation and benefits policies and plans
- Compare benefits plans based on cost and use analysis and negotiate with carriers to provide a competitive benefits package for employees
- Write and present reports summarizing research analysis and recommendations for managers
- Coordinate with benefits carriers to administer enrollment and delivery of benefits
- Designed, organized, and promoted a new “Healthy Alternatives” community wellness program, registering 50 participants in the first year

Human Resources Assistant

July 2018 - March 2021

Red Squirrel, Edwardsville, IL

- Advertised job vacancies and promoted position availability to eligible internal candidates
- Processed employment applications and evaluated eligibility of candidates
- Scheduled and executed new employee orientations, providing clear explanations of personnel policies and benefits
- Maintained employment records for over 300 employees including hiring documentation, salary and leave records, production reports and performance evaluations, and corrective action plans

Customer Service Representative

May 2017 - June 2018

Kits Corporation, St. Louis, MO

- Actively listened to inquiries and provided information about services that fit customer needs
- Processed order information and payments with speed and accuracy
- Increased customer retention by providing customized recommendations and responding to complaints with empathy and a solution-oriented perspective
- Received recognition for excellence in customer experience on four occasions

EDUCATION

Master of Arts in Human Resources Management

May 2021

Bachelor of Arts in Business Administration

May 2017

Webster University, St. Louis, MO

CERTIFICATIONS

Senior Professional in Human Resources (SPHR)

January 2024

Professional in Human Resources (PHR)

August 2021

PROFESSIONAL ASSOCIATIONS

Human Resource Management Association of Greater St. Louis

August 2018 - Present

Society for Human Resource Management

August 2018 – Present