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# Jonathan Park

## ABOUT ME

Experienced benefits administrator with eight years of expertise in managing health plans, retirement programs, and open enrollment processes. Skilled in vendor coordination and employee education.

## PROFESSIONAL EXPERIENCE

### Benefits Administrator | MidState Energy, Indianapolis, IN

March 2019 – Present

- Manage benefits for 600+ employees across three states
- Led open enrollment campaigns with 98% completion on schedule
- Introduced wellness program that increased participation by 45%

### HR Assistant – Benefits | Indy Logistics, Indianapolis, IN


May 2015 – February 2019

- Handled FMLA tracking and short-term disability claims
- Responded to employee benefits inquiries and guided new hires
- Worked with payroll to ensure accurate deductions

## CERTIFICATIONS

- Certified Employee Benefits Specialist (CEBS), IFEBP

## CONTACT

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 LinkedIn

## EDUCATION

- Bachelor of Business Administration  
Butler University  
Indianapolis, IN

## KEY SKILLS

- Benefits enrollment
- COBRA administration
- Health and retirement plans
- Leave tracking
- Vendor negotiations