

Nina Patel

Human resources benefits assistant

HR professional focused on benefits support and employee services

HR assistant with five years of experience managing benefits enrollment and fielding employee benefit inquiries. Expertise in HRIS systems, open enrollment coordination, and claims documentation.

CONTACT

 (000) 000-0000

 email@example.com

 LinkedIn

 Phoenix, AZ

KEY SKILLS

- Benefits administration
- COBRA notifications
- Employee inquiries
- Enrollment tracking
- Family and Medical Leave Act (FMLA) and leave support
- HRIS system updates
- Open enrollment

EDUCATION

Bachelor of Science (B.S.) in Health Administration
Arizona State University, Tempe, AZ
May 2018

PROFESSIONAL EXPERIENCE

Benefits Assistant | Valence Medical Group, Phoenix, AZ
January 2021 – Present

- Respond to 40+ weekly employee questions on benefits eligibility and coverage
- Process new hire benefits enrollment and update HRIS with selected plans
- Helped redesign benefits FAQ page, reducing ticket submissions by 25%

HR Coordinator (Benefits) | BrightView Health, Mesa, AZ
March 2019 – December 2020

- Oversaw onboarding and benefits education for new hires
- Partnered with third-party vendors for open enrollment season
- Audited employee data and corrected 200+ inconsistencies in plan selections