

# Jasmine Al-Mansoori

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## SUMMARY

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Detail-oriented Benefits Specialist with over 5 years of experience in managing employee benefits and compensation programs. Proven track record in optimizing benefit plans to enhance employee satisfaction while reducing costs.

## EXPERIENCE

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### Benefits Specialist

Jan 2022 - Present

*Tech Innovations Inc., Seattle, WA*

- Redesigned benefits enrollment process, reducing processing time by 30% and increasing employee participation by 15%.
- Implemented a new benefits management software, leading to a 25% reduction in administrative costs.
- Conducted annual benefits analysis leading to \$50,000 in savings for the company.

### HR Benefits Coordinator

Jun 2019 - Dec 2021

*Global Enterprises LLC, Portland, OR*

- Managed open enrollment for 1,200 employees, achieving a 98% satisfaction rate in post-enrollment surveys.
- Streamlined communication strategies, which improved employee understanding of benefits packages by 40%.
- Collaborated with insurance providers to negotiate premium discounts, resulting in a 10% cost reduction.

### HR Assistant

Jan 2018 - May 2019

*Green Solutions Corp., Vancouver, WA*

- Assisted in benefits administration for a workforce of 500, ensuring compliance with federal regulations.
- Developed training materials that improved new employee onboarding process by 20%.
- Maintained accurate benefits records, contributing to a 99% accuracy rate in reporting.

## EDUCATION

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### Bachelor of Science in Human Resources Management

May 2018

*University of Washington, Seattle, WA • GPA: 3.7*

## SKILLS

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**Technical Skills:** Benefits Administration, Compliance Management, Data Analysis, Employee Relations

**Tools & Frameworks:** ADP Workforce Now, Zenefits, Microsoft Excel, HRIS Systems