

Andrew F. Jones

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SUMMARY

Highly skilled and motivated human resources professional with over five years of leadership and management experience. Able to successfully incorporate leadership, communication and organizational skills to achieve departmental and company goals. Proven ability to solve complex problems and analyze business processes.

FUNCTIONAL EXPERIENCE

- Maintained audits of all benefits changes
- Directed, planned and processed the day-to-day operations of group benefit programs
- Implemented the introduction of flexible benefit program into existing benefit plan
- Current knowledge of state, federal and equal opportunity laws
- Researched benefit plans and made recommendations for improvement
- Update summary plan descriptions

LEADERSHIP EXPERIENCE

- Supervised 12 employees
- Addressed and resolved conflicts
- Organized and led weekly team meetings
- Reviewed and evaluated employee work performance on bi-yearly basis

ORGANIZATION EXPERIENCE

- Managed \$3 million medical budget annually
- Developed and implemented annual strategic plan
- Organized annual open enrollment for 100,000+ employees

COMMUNICATION EXPERIENCE

- Wrote and distributed company benefit brochure, providing easily understood explanations of benefits options
- Presented benefits overview at all new employee orientations
- Led vendor negotiations

EMPLOYMENT

Benefits Manager, Target Corporate Headquarters, Minneapolis, MN, June 2003 – August 2006

Benefits Assistant Manager, Schneider National, Green Bay, WI, September 2001 – June 2003

Human Resources Recruiter, Humana, Green Bay, WI, May 1999 – September 2001

EDUCATION

ST. NORBERT COLLEGE, De Pere, WI

Bachelor of Business Administration Degree, May 1999

Major: Business Administration Concentration: Human Resource Management

PROFESSIONAL ACCREDITATIONS/ASSOCIATIONS

Senior Professional in Human Resources (SPHR)

Certified Benefits Professional (CBP)

Member, Society for Human Resources Management

Member, WorldatWork