**JUDITH ETIENNE**

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**BENEFITS ADMINISTRATION | HUMAN RESOURCES**

Highly engaged, results-oriented professional with proven success in planning, developing and implementing strategies designed to impact critical business outcomes. Adept at forging strong relationships with leaders, building high performing teams and leading change initiatives.

**CORE COMPETENCIES**

Talent Acquisition | Benefits Administrator | 401K/403B Administrator | Career Growth and Development

Employee Engagement | Recruitment | Succession Planning | Liaison for employees | Training | Coaching

**EXPERIENCE**

**Urban Resource Institute** New York, NY **April, 2019 to Present**

**Human Resources Generalist/Benefits Administrator**

Responsible for the day-to-day management of personnel, communications and policy administration. Oversee health and welfare and 403(b) administration, as well as manage monthly billing.

* Administer on-boarding and off-boarding processes.
* Work closely with Human Resources management to resolve employee relation matters and or other issues.
* Provide administrative support to the Human Resources Team
* Prepare files/documents for state regulated audits of all URI shelters and also for URI pension plans
* Enhance benefits and human resource knowledge to ensure compliance with various federal, state, and local mandates (e.g., COBRA, FMLA, FLSA, ADA, and ADEA, EEOC 1 survey, EEOC Data Component report and NYS 45 benefit reports.
* Administer 403(b) and pension plans, employee assistance program
* Develop and maintain relationships with insurance carriers, third-party administrators, and vendors, administer existing benefits policies and renewals.
* Coordinate benefits data for all employees to monitor group plans. Facilitate enrollments, terminations, and qualified status changes for health and welfare programs. Conduct follow-ups with new hires and existing employees to ensure all enrollments and changes are processed.
* Coordinate annual benefit enrollment including reviewing employee handbook, benefit forms/documents including and scheduling annual enrollment presentation for over 20 sites.
* Work side by side with CFO and VP Human Resources on RFPs for insurance Brokers including reviewing all proposals and compiling the result for Executive management review.
* Work with insurance broker on plan renewals for next year including working on internal communica- tion assignments, URI’s Wellness Program, Staff Appreciation Day, monthly birthday celebration and Holiday events.
* Administer process and monitor Workers Compensation and leave absence programs. Facilitate communication between employees and their managers.
* Manage monthly billing processes, involving invoice reconciliations, running direct-bill system reports, monitoring and organizing all invoice and overall billing record from the insurance carriers/vendors. Generate check request for other miscellaneous bill payments.
* Review weekly payroll and enrollment reports to secure proper data for ADP system.
* Update monthly URI’s newsletter with benefits and wellness related topics.
* Respond quickly and efficiently to all human resources, payroll and benefit questions. Handle confidential and sensitive information

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**Latham & Watkins LLP,** New York, NY **August, 2005 – April, 2019**

**Global Benefits Generalist, (US Asia and Europe)**

Communicated health and welfare benefit information (including Sections 125 and 132) for partners, associates, and staff. Created and maintained daily processes to ensure accuracy and compliance.

* Developed and maintained relationships with insurance carriers, third-party administrators, and vendors, administer existing benefits policies and renewals.
* Administered, processed, and monitored Workers Compensation and leave of absence programs.
* Generated payroll and enrollment reports to secure proper data for Oracle PeopleSoft system.
* Worked directly with in-house HR generalists to assist with various aspects of company’s benefit plans and design, act as a liaison between employees, insurance carriers, and vendors.
* Provided feedback for management on related benefit functions and day-to-day workflow of the other benefit coordinators.
* Administered commuter savings plans, back-up child care advantage, and employee assistance program.
* Coordinated benefits data for US, Europe and Asia practice offices to monitor group plans. Facilitated enrollments, terminations, and qualified status changes for health and welfare programs. Conducted follow-ups with new hires and existing employees to ensure all enrollments and changes were processed.
* Administered annual benefit enrollments, reviewed all forms to ensure accuracy and completion, maintained and updated Human Resource intranet.
* Assessed and evaluated all employees’ workstations and posture. Ensured necessary adjustments were made to optimize workers’ neutral posture. Recommended products and equipment to reduce injuries and illnesses caused by stress and/or strains to the body while working.
* Coordinated COBRA coverage for terminated employees and dependents with the insurance carriers.
* Assisted with special plan renewal projects, internal communication assignments, Latham’s Wellness Program, Staff Appreciation Day and Holiday events.
* Responded quickly and efficiently to all benefit questions and handled confidential and sensitive information.

**Forest City Ratner Companies,** Brooklyn, NY **November, 2004 – August, 2005**

**Benefits Manager**

Conducted benefits orientations for new hires and processed enrollments for all benefit programs**.** Oversaw health and welfare and 401(k) administration, as well as COBRA processing.

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* Enhanced benefits and human resource knowledge to ensure compliance with various federal, state, and local mandates (e.g., COBRA, FMLA, FLSA, ADA, and ADEA, including 5500s reporting for LTD, 401[k] and FSA).
* Managed monthly billing processes, involving invoice reconciliations, running direct-bill system reports, monitoring and organizing all invoice and overall billing records and posting account balances accurately into the accounting system for payment to external vendors.
* Processed invoices and maintained documentation of payment logs for reporting purposes, and proofread forms.
* Reconciled claim issues, generated weekly payroll and enrollment reports to secure proper data for ADP system.
* Maintained files of benefit contracts, plan documents, summary plan descriptions, as well as various spreadsheets.
* Tracked all leaves of absence and other absentees to facilitate communication between HR and payroll departments.
* Assisted with various aspects of Human resource management (e.g., recruitment, job descriptions and postings, employee relations, training and development).
* Provided discrimination testing assistance to the HR Director.

**EDUCATION**

**Bachelor of Science in Health Care Management**

St. Joseph’s College, Brooklyn, NY

**Management Information and Systems Communications**

Pace University, New York, NY

**Applied Associates of Science in Computer Information Systems**

LaGuardia Community College, Long Island City, NY

**SKILLS**

Access, Word, Excel, PowerPoint, Oracle, PeopleSoft, Windows 10.0, ADP, Infinium, HRMS, AS 400 benefits and payroll systems, Human Resources Management Certificate, First Aid, CPR AED

**Fluent in French and Creole**