

# Shellyann Brent

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Maryland, U.S.A

**Profile** Forward-thinking Human Resources professional that partners with companies and advocate positive relationships between employees, management, and third-party vendors.

## Knowledge and Expertise

- Benefits Administration (H&W, Budget Management, ACA eligibility, 5500, Medicare, Medicaid)
- U.S.A. and Canada Retirement
- Coordination of Medicare, Medicaid, and CHIP
- Leave Management and Workers Compensation
- HR Information Systems (HRIS) /File Feed
- Dispute Resolution and Process Improvement
- Management Training
- Draft policies and Employee handbook
- Benefits and Employment law knowledge

**Education** City University of New York, the College of Staten  
Bachelor of Science Degree – January 2000  
Major: Communications (emphasis: Corporate Communications)

## Experience

Keller North America – Hanover, MD

### Benefits Analyst of Leave Absence Management and H&W

March 2021 – Present

- Manage the day-to-day operation of all U.S.A & Canada benefits including fully and self-insured Health & Welfare plans, ACA eligibility and 401(k) Retirement and Canada RRSP.
- Collaborate with brokers and carriers to develop cost-effective health plans for both US & Canada.
- Manage the Leave Absence program. Administers FMLA, Short- and Long-Term Disability benefits including distribution of notifications, follow up with employees, communication with insurance carrier, and ADA accommodations dialogue.
- Assist Medicare, CHIP and Medicaid beneficiaries in obtaining Health Insurance and completion on of benefit forms.
- Provide leave management training to managers and HR Business Partners.
- Drafts policies for approval (FMLA, Parental Leave and ADA).
- Creates, updates, and maintains employee communications. Drafts and reviews written material and assists in organizing and processing annual benefits open enrollment communications and elections.
- Manages data flow and analytics. Works in conjunction with HRIS team to manage and trouble shoot Benefits Portal issues; Prepares data analysis for reporting and special projects.
- Processes life insurance claims and communicates benefit information to family members/beneficiaries. Coordinates on-site EAP counseling for workplace accidents.
- Work with third-party COBRA administrator to ensure that COBRA notifications are prepared in a timely manner. Communicates subsidy arrangements to COBRA TPA. Resolves data discrepancies resulting from file feed issues.

- Acts as liaison between Benefits team and Payroll Department for benefit-related payroll corrections.
- Stays current on applicable employment laws, regulations, and benefit plan design trends.

SAGE Dining Services – Lutherville, MD

June 2019 – March 2021

**Benefits Manager**

- Managed operation of all US & Canada benefits including fully and self-insured Health & Welfare plans, ACA eligibility and 401(k) Retirement and Canada RRSP.
- Collaborated with brokers and carriers to develop cost-effective health plans for both US & Canada
- Worked in partnership with HR Director to create, implement, improve HR strategies, services, and programs to support our Team Members.
- Managed the open enrollment, all communication to employees ensuring proper education and information on benefit programs.
- Assisted Medicare, CHIP and Medicaid beneficiaries in obtaining Health Insurance and completion on of benefit forms.
- Resolved claims, billing, HRIS and payroll issues.
- Assisted with the building of new Benefits Module HCM to improve employee experience.
- Kept up to date on all retirement plan and benefit laws, regulations, IRS rulings and 5500s.

Howard County General Hospital – Columbia, MD

Oct. '07 – June 2019

**Sr. HR Generalist, Benefits & HRIS (Manager)**

Managed a staff of six (6)

- Developed, recommended, and administered benefits programs including the health/wellness, dental, vision, disability, life, tuition, supplemental plans, COBRA and 401(k) retirement plan. Evaluates competitive trends in benefit coverage, employee demographics and budgetary conditions to recommend changes and additions to the benefit package.
- Achieved financial objectives by preparing and managing a \$30 million benefits budgets; scheduling expenditures; analyzing variances; initiating corrective actions.
- Spearhead benefits coverage evaluation, negotiations with brokers and vendors, benchmarking, and cost analysis as well as policy and strategy implementation.
- Managed annual open enrollment/benefits fair and presents major changes in benefits programs to top management and employee.
- Managed the Leave Management, ADA/Accommodation request and Workers Administration as well as OSHA Reporting.
- Assisted with Employee Relations issues
- Kept up to date on all retirement plan and benefit laws, regulations, IRS rulings and 5500s
- Responsible for the accuracy of the data entered in the HRIS system, and conducts periodic audits to ensure compliance and the integrity of the HRIS and benefit programs

**Benefits Analyst, Health & Welfare** at Howard County General Hospital – Columbia, MD

- Managed the day-to-day administration of the Health & Welfare plans and resolved eligibility, coverage, claims issues, managed the Benefits Fair / Open Enrollment along with plan renewals, plan design recommendations, processed dependent tuition reimbursements and ensured accuracy of payroll deductions. Participated in Compensation and Benefits Surveys. Recommended improvements and developed workflow process changes for greater efficiency

**Benefits Analyst, Leave Plans** at Howard County General Hospital – Columbia, MD

- Managed all leave plans (STD, FMLA, Workers Comp, and Light Duty). Maintained Workers Comp
- OSHA Log. Ensured accuracy of benefit accruals and payroll deductions

LB&B Associates, Inc. Corporate Office. – Columbia, MD

Nov. '02 – Sept. '07

**Human Resources Assistant**

- Main HR contact for union and non-union employees
- Informed employees on personnel policies, procedures, and updated employee handbook
- Traveled to various sites to phase-in new contracts and assisted with recruiting (interviewing, post ads, source resumes, etc.). Comply with EEO and other employment laws
- Assisted with benefits (FMLA, Retirement Plans, COBRA and FLSA)
- Managed all incoming paperwork (new hires, increases and terminations) - HRIS Data entry
- Reported new hires to Maryland Registry. Maintain and manage monthly staffing report
- Managed criminal background checks/drug test results. Prepared and maintained all personnel files

Spherion, Bethesda, MD (Various temporary assignments)

Oct. '01 – Nov. 02

**Administrative Assistant** – Advisors Group, Bethesda, MD

**Recruiting Assistant** – Costar Group, Bethesda, MD

**HR Administrator** – Radio One, Lanham, MD

**Administrative Assistant** – Spherion, Bethesda, MD

Intermedia Communications, New York, NY

Nov. '00 – Sept. '01

**Administrative Assistant – Director Level**

- Supported the Director of an alternate sales channel organization with a team of 26 direct/indirect reports.
- Initiated, coordinated all organization meeting arrangements and office events.
- Created and managed tracking and financial reports. Responsible for new hire administration and management.
- Managed all travel arrangements as well as performed all standard administrative duties.

**Additional Skills**

Expert in Microsoft Office, Proprietary Operating Systems, Ceridian, ADP, SAP, Kronos, JIRA, Meditech, Outlook, Nitro Pro, and various programs used by each company.