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| **Gail Maloney** | *250 Little Alum Rd., Brimfield, MA 01010*  *Email: Gail.A.Maloney@gmail.com*  *Cell: 860-559-0834* |

**Human Resource Professional** with extensive experience in Human Resource Management, Benefit Design and Administration, Project Management, and Communication for employee base of 500 to 10,000 employees looking for part-time, full-time, or contract work.

**Areas of expertise include** all aspects of Benefit and Retirement Plan design, Project Plan Management, Human Resource / Payroll program implementation, and communication with extensive experience within the healthcare industry, financial, manufacturing, profit and non-profit organizations and consultant services.

**Proficient in developing** Communication Programs as needed (Open Enrollment, On-line Enrollment, Human Resource / Benefit / Retirement Plan booklets, Training Manuals, Human Resource Policies and Procedures, New Hire Orientation, Employee Suggestion Program), and HRIS website management.

**Skills Knowledge**

**Microsoft Office Suite**: Word, Excel, Publisher, Excel, Access, PowerPoint, Outlook and Project.

**HRIS and Payroll Systems**: Spectrum - iVantage, ADP Payroll, Power Plus, Meditech, PeopleSoft.

**Project Management Utilizing**: Discipline of planning, organizing, securing, and managing resources for HR or Payroll projects to achieve specific goals.

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| **Benefit Consultant** | *Benovar Benefit Solutions – 2011 to 2012* |

This is my own endeavor offering temporary contract services on a per diem basis. I offer benefit and project management for clients needing assistance in benefit and payroll request-for-bid processes (RFP), analysis and installation; benefit management; open enrollment process management; benefit RFP prep/analysis.

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| **Benefit Specialist** | *BT/HR Solutions, Needham, MA – 2010 to 2011* |

Formerly known as Benetemps, I have worked with BTHR Solutions several times during my career providing temporary contract services for benefit management.

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| **Manager/Benefit Services** | *St. Francis Hospital, Hartford, CT 2006 - 2009* |

St. Francis Hospital is the largest Catholic hospital in New England with 8000 employees. I was recruited to this position where I was responsible for the management and communication of all aspects of the Hospital’s benefits and retirement program. ***Accomplishments****:* Managed staff of three Benefit Analysts and within two years had transitioned the benefit plan design to be market-driven and competitive which enhanced job retention. By the 3rd year I had negotiated rates and plan design changes bringing a $1 million dollar savings in benefit expense to the organization as well as instituting the first dependent eligibility audit and transition to electronic benefit enrollment.

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| **HRIS Administrator/HR Generalist** | *American Eagle Fed. Credit Union/E. Hartford CT 2005- 2006* |

American Eagle FCU is currently the largest community credit union in Connecticut with over 100,000 members. In my role with AEFCU, I managed the Worker’s Compensation Program, Disability Plan, and Retirement Program. ***Accomplishments****:* I managed the process taking the organization through a RFP process evaluating and finally transitioning to a new pension administrator which brought a significant savings to the organization, enhanced communication and improved computer access for employees and retirees. I also enjoyed the creativity within this role as I revamped the company newsletter updating it to a more professional look, designed and implemented a 401k training program which resulted in a marked increase in participation, and developed a user group for our HRIS software that enabled members to negotiate software and data program changes for group benefits which further reduced costs and improved service.

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| **Sr. Benefit Specialist** | *ADVO, Inc./Windsor, CT - 2002 to 2005* |

ADVO was a publically owned, direct mail marketing firm with 24 facilities nationwide. My position enabled me to be a resource to HR Managers nationwide and provide day-to-day benefit administration. ***Accomplishments***: I took the initiative developing and presenting a new benefit training program for manager associates via online web casts, oral presentations and communication materials which improved management training and reduced training expenses.

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| **Benefit Specialist** | *Benetemps, Inc./Salem, NH - 2000 to 2002* |

Later named BTHR Solutions, I worked as a Benefit Consultant for this organization providing temporary project and benefit management services for clients. Project Management skills were honed in a client project I had which merged two HR offices (Field and Home Office) for a large insurance company with 10,000 active employees going through Open Enrollment. ***Accomplishments:*** I took the initiative to investigate and present a new concept utilizing an in-house telephone services. This enabled the company to utilize phone tracking for a call center which I had full responsibility for designing, implementing, hiring, training, and monitoring temporary staff throughout this critical open enrollment period.

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| **Sr. Benefits Team Leader** | *USI Consulting, Inc., Glastonbury, CT 1998 to 1999* |

USI Consulting Group is one of the nation’s largest retirement and benefit consulting and administration firms servicing mid-sized organizations. My goal upon hire was to develop and promote a team concept design for the benefit management support area. ***Accomplishments:*** Team concept was developed with positive results improving on client support services. During my stay I saw a business need and researching further I provided the organization with a process improvement suggestion for purchasing FMLA software. This enabled us to provide another billable service to clients. I also developed a process and procedure manual which enabled the organization to improve on training turnaround time which was critical in an organization with a high turnover rate.

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| ***Bachelors of Science Degree***  Eastern CT State University/Willimantic, CT  Business Administration – Major;  Communications – Minor | ***Health Care Benefits Mgmt. Course***  Non-Accredited 80 Hr./Pilot Program  Hartford Graduate Center/Hartford, CT |
| ***Certificate / Project Management***  American Management Association | |

**PROFESSIONAL AFFILIATIONS / LINKS**

Northeast Executive Advisory Group

Human Resource Association of Central Connecticut (HRACC)

http://www.linkedin.com/in/gailmaloney

http://www.beyond.com/gailmaloney-ct

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