

Simone Archer

Benefits Manager

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Summary

Benefits manager with 12 years in benefits administration, the last 5 leading a team of 4 at a 5,500-employee health system. Owns plan strategy, renewals and compliance under ERISA, ACA, HIPAA and COBRA for a \$70M self-funded program. Uses sound judgment with brokers and leaders and handles sensitive health data with discretion.

Experience

01/2021 - Present
Raleigh, NC

Benefits Manager

Triangle Oaks Health System

Health system with 5,500 employees across 4 hospitals.

- Direct a **\$70M** self-funded medical, pharmacy and dental program for 5,500 employees.
- Lead 4 benefits staff through open enrollment, reaching 98% on-time elections in 2025.
- Negotiate renewals with the broker and 9 carriers, holding cost growth to 3.8% a year against a 7% trend.
- Ran project management for the 2024 benefits platform switch, going live in 5 months with no payroll misses.

03/2017 - 12/2020
Raleigh, NC

Senior Benefits Analyst

Capital Crossing Bank

Regional bank with 3,000 employees.

- Rebuilt FMLA and short-term disability intake, cutting case setup time from **5** days to 2.
- Prepared ERISA filings and nondiscrimination testing for the 401(k) and cafeteria plans.
- Analyzed claims in Excel and proposed an HSA plan that 1,100 employees chose in year one.
- Audited ACA and COBRA vendor reports each quarter and closed 100% of findings.

06/2014 - 02/2017
Cary, NC

Benefits Specialist

Wake Hollow Furniture

Furniture manufacturer with 1,200 employees in 2 plants.

- Processed enrollments, life events and HIPAA requests for **1,200** employees.
- Reconciled 5 carrier invoices monthly and recovered \$40K in incorrect charges.
- Coordinated 3 annual benefits fairs and 20 enrollment meetings across 2 plants.

Skills

- Benefits Administration
- ERISA
- ACA
- HIPAA
- COBRA
- FMLA
- Project Management
- Excel
- Sound Judgment
- Discretion

Education

05/2014
Raleigh, NC

Bachelor of Science in Business Administration

North Carolina State University

Human Resource Management

Certificates

08/2019

Certified Employee Benefit Specialist (CEBS)

International Foundation of Employee Benefit Plans

04/2022

SHRM Senior Certified Professional (SHRM-SCP)

Society for Human Resource Management