

JENNIFER ROEWE

Business professional with over 15 years of hands-on experience looking to expand my career by leveraging my diverse skill set and human resource knowledge.

EXPERIENCE

NOVEMBER 2017 – PRESENT

OFFICE MANAGER, MCDEVITT OSTEEN CHOJNICKI & DETERS, LLC

- HRIS Management & Development
- Benefit Plan Management (annual rate reviews, employee benefit meetings, & benefit/claim inquiries)
- Development of Employee Reporting and Personnel File Repository System
- Annual Employee Performance and Compensation Reviews
- Development and Enforcement of Employee Handbook
- Recruit & Develop New Employees (50% growth in staff over the last 6 years)
- Employee Conflict Resolution
- Conduct Exit Interviews & Document Feedback
- 401k Administration & Annual Reporting
- Payroll Administration
- Budgeting, Planning & Development (25% Increased Revenue)
- Annual Vendor Contract Negotiations & Review (30% Annual Savings in Telephone Expenses Alone)

NOVEMBER 2017 – PRESENT

CONTROLLER, LUCIEN LAND HOLDINGS, LLC (SISTER COMPANY OF MOCD LAW)

- Strategic Planning
- Profit & Loss Analysis
- Creation of Financial Reports to Comply with GAAP
- Cash & Treasury Management

AUGUST 2008 – NOVEMBER 2017

GROUP BENEFITS ASSOCIATE, WEIS INSURANCE AGENCY, LLC

- Service Group Insurance Plans Up to 1000 Employees
- HR Consulting for 50 Commercial Group Insurance Plan Clients
- Insurance Claim Auditing for Group Plan Members
- Conduct Employee Benefit Meetings for all Group Plans
- Preparing/Analyzing Rate Proposals for Group Plans
- Medicare & Individual Health Insurance/Marketplace plan Quotes, Renewals, and service

AUGUST 2004 – AUGUST 2008

PARALEGAL, TAYLOR LAW OFFICES, P.C.

- Transcription and Paralegal Work
- Scheduling
- Client Relations

EDUCATION

EASTERN ILLINOIS UNIVERSITY - BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT – MAY 2004

SKILLS & ACTIVITIES

- QuickBooks, Clio, Microsoft & Google Suites
- Project Management/Analysis
- Great Communicator
- Self-Driven Leader
- Conflict Resolution/Problem Solving
- Group Benefits Associate (Since 2012)
- Illinois Insurance Producer License (Since 2008)
- Notary Public (Since 2017)
- St. Anthony Educational Trust Board Member
- Numerous Philanthropic Efforts