

08/06/19  
City Council Meeting

Handouts received after  
agenda posted

Shelly Reese

Lemoore, CA 93245

PROFESSIONAL OBJECTIVE

Challenging Employment in Benefits Administration, Human Resource, Office Administration, Health and Safety, or related field. Specific Accomplishments as:

Benefits Manager

PRESENT STATUS

Santa Rosa Rancheria – 16835 Alkali Dr, Lemoore, CA 93245 –November 1998 – Present

Benefits Manager – Santa Rosa Rancheria – 11 years

- Customer Service
- Health Insurance – Enrollments , Claims Assistance, Customer Service
- Track employee leaves such as: FMLA, Medical Leave, Personal Leave, Military Leave, Pregnancy Leave
- Determine eligibility of requested leaves
- Develop and Revise Employee Leaves and Policy/Procedures for company handbook as needed: FMLA, Medical Leave, Personal Leave, Pregnancy Leave, Military Leave
- 401(K) - Enrollments/Administration, Billing/Reconciliation, Hardships/In-services
- Employee Voluntary Benefits such as: Short-Term Disability, Critical Illness, Cancer Insurance, Accident Insurance, Term Life Insurance, Pre-Paid Legal Services: Enrollments/Administration, Billing/Reconciliation, Claims Processing and Assistance
- Work Comp – Claims Processing/Tracking, Work Modifications Tracking, Appointments and Status Updates with employees
- Medicare Part B – On-line Enrollments/Reimbursements
- Other Duties: Performs various general clerical duties, copying, scanning, email, faxing and mailing, answer phones, customer service. Prepare check requests for processing.

Surveillance Asst. Director – Santa Rosa Rancheria – 2 years

- Oversee Casino Surveillance Operation/Installation of Digital System
- Attend Management Meetings, Conduct Staff Meetings and Training, Train Supervisor's
- Develop and Maintain Employee Training Records

**Compliance Supervisor** – Santa Rosa Rancheria – 6 years

- Ensure that the Casino's various departments were following regulations set in place by the National Indian Gaming Association
- MICS – Minimum Internal Control Standards, followed and enforced
- Ensure that employees follow company Policy & Procedures/Handbook
- Supervise and Train Employees

The above description is not intended to be all inclusive. I perform other duties as assigned or needed by other departments.

**Education**

College Graduate – College of Sequoias, Visalia, CA 93277  
AS/Degree – Business/Social Work

High School Graduate – Lemoore High School , Lemoore, CA 93245

**References Upon Request**