

**Jeffrey A. Zeskind, MS**  
8260 SW 160<sup>th</sup> Street, Palmetto Bay, Florida 33157  
Home: (305) 232-8984      Mobile: (305) 308-8729      JeffreyZ@MSN.com

### **Summary**

Benefits, process and HR Subject Matter Expert with extensive experience with large employers, administration, privacy and security, organizational development, system development and compliance-based process engineering seeking position. Diverse knowledge and excellent history of consulting, management and hands-on employment.

### **Certificates, education and licenses**

- Six Sigma Black Belt Certification
- Lean Management Certification
- Master of Science, University of Florida, Gainesville, Florida
- Bachelors of Science with High Honors, University of Florida, Gainesville, Florida
- State of Florida life and health licensed agent
- State of Florida mortgage broker

### **Experience:**

#### **Health and welfare**

- Evaluated impact and advised clients and consultants relative to impact of Health Care Reform
- Prepared Form 5500 filings and CMS registrations
- Designed and implemented cost effective and compliant benefit plans
- Prepared RFPs, budgets and vendor evaluations to assist clients with vendor selection
- Monitored vendor performance relative to RFP content, negotiated contracts and budget
- Administered medical support orders from state agencies and courts achieving compliance and savings
- Prepared reports reflecting plan history and current demographic, funding and claims/ stop-loss status

#### **Qualified plans**

- Prepared Form 5500 filing
- Prepared and audited 401(k) tests to minimize return of deferrals to HCEs and maximize plan compliance
- Supervised qualified plan emerging liabilities analysis and stress tests facilitating employer planning
- Qualified plan consulting and administration including defined benefit and defined contribution plans
- Conducted internal audits and prepared plan correction filings for IRS and DOL to return plans to compliance
- Represented new clients as well as assisted others during DOL audits often with significant reductions in penalties
- Assisted in the evaluation of multi-employer withdrawal liabilities
- Prepared single employer and multiple-employer VCP and VFCP filings

#### **Privacy and security**

- Served as Chief Privacy Officer and First Alternate Privacy Officer and was primary internal resource
- Trained clients and employees regarding HIPAA and other privacy requirements including policy development, assessments and on-going compliance requirements
- Conducted privacy and security compliance audits
- Disaster recovery planning

#### **Eligibility, metrics and compensation**

- Prepared eligibility audits saving clients from 5 to 15% of benefit plan costs
- Prepared HR metrics providing analytics, knowledge, efficiencies and money saving opportunities for management with a focus of transforming data into actionable information.
- Assisted clients in compensation plan design to reduce arbitrary compensation arrangements, achieve uniformity and progress towards benchmarks where appropriate
- Consulted with clients relative to the impact on benefits of FLSA compliance and independent contractor status

### **Consulting, compliance including mergers, acquisitions and divestitures**

- Assessed compliance relative to controlled group, affiliated service group rules and Stark
- Guided clients during mergers/acquisitions/divestitures to identify and address compliance issues, integration, shared services opportunities, change management, financial exposure and loan covenant compliance
- Designed and implemented employee benefit plans for large and international clients
- Prepared QP and H&W discrimination tests and controlled group evaluations as planning and compliance metrics
- Represented client during accounting audits and assured accurate representation of benefit status on reports
- Consulted on policies, contracts and documents for insured and self-funded benefits to assure compliance and compatibility with Best Practices and client goals and capabilities
- Successfully developed sales and relationships with employers and their consultants

### **Benefits administration**

- Designed and implemented processes, supervised staff and consulted in the administration of COBRA, premium billing-collection, notice dissemination, short-term disability, retiree benefits, FMLA and flexible benefits at substantial cost savings
- Administered MEWA

### **Organizational development, education and process**

- Designed and executed training to internal staff with metrics
- Designed and executed Change Management
- Designed and maintained Kaizen Performance Management with metrics
- Designed and executed succession planning and cross-training
- Audited client systems and processes for compliance (i.e. ERISA Section 404(c) and internal controls including SOX Section 404 commentary) and efficiency often leading to process re-engineering and savings through reduction of waste, continuous improvement and reduction in fiduciary's exposure
- Prepared and presented continuing education courses for State of Florida insurance and accounting professionals

### **Systems development of note including associated process design and continuous improvement**

- Wrote and supported compliance administration (COBRA, HIPAA, etc.) system
- Wrote and supported call center intake system, follow-up tracking and file export to vendors and employers
- Wrote and supported document imaging and retrieval system
- Wrote and supported STD and FMLA administration system
- Wrote and supported life insurance sales tracking, data management, statement generation and file transfer system
- Wrote and supported wellness program system used for medical assessment tracking and automated analyses
- Wrote and supported MEWA system that tracked employer eligibility, billing, compliance and administration
- Wrote and supported individual health insurance policy tracking system
- Wrote, supported and developed content of company-wide desktop learning and testing system
- Co-designer of merger, acquisition and divestiture analysis and management system

*Additional process and system development history is available upon request*

### **Employment history**

- **Owner**, Zeskind's Benefits Consulting Corporation, present position, Miami, Florida
- **Director, Compliance Services and Privacy Officer**, Mahoney & Associates - April 2002 to August 2011 when business was sold, Ft. Lauderdale, Florida
- **Manager of qualified plans, health & welfare and employee benefits**, Arthur Andersen LLP, March 2001 to April 2002, Miami, Florida (until company 'shutdown')
- **Senior Benefits Consultant**, Mahoney & Associates, October 2000 to March 2001, Ft. Lauderdale, Florida
- **M&A Contract Consultant SME**, AutoNation, Inc. f.k.a. Republic Industries, Inc., April 1998 to May 2000

### **Additional training**

- Active Shooter training by FEMA
- Emergency Medical Treatment and Active Labor Act (EMTALA) and Office of Human Research Protections (OHRP) training videos for 45 CFR part 46 compliance.
- National Incident Management System training (NIMS) ICS 100