

DANA MAYER

Employee Communication Consultant

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Current Responsibility

Dana Mayer is a communications consultant with the Employee Benefits Administration and Consulting Practice in the Dallas office of Milliman. She has been with the firm since 2013.

Professional Work Experience

Dana's experience includes the drafting and coordination of print pieces (client newsletters, guides, brochures, and postcards), producing websites for retirement and health and welfare communication needs, coordinating video productions, and managing the creation and distribution of personalized communications such as total rewards statements. Dana's strengths include careful organization and planning of complex employee communications projects, collaborative client and vendor relations, and a demonstrated ability to write with clarity and with the demographics of the audience in mind. Relevant projects include:

- Overseeing annual enrollment communications, including managing timelines, coordinating vendors, and drafting deliverables
- Developing personalized total reward statements
- Drafting and managing employee newsletters and updates
- Conducting focus groups to gauge employee response and gather feedback
- Building microsites for short-term, high-impact projects
- Creating video scripts with design recommendations to enhance visual communication opportunities
- Preparing executive communications with an emphasis on compensation and income protection benefits

Education

B.BA, Management Consulting emphasis, University of Notre Dame