

Legal Administrative Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Provide administrative support to include calendar scheduling and arranging meetings for General Manager, department functions and other events Reconcile General Managers p-card statement and ensure that it is approved by the monthly deadline.

Skills

Customer Service, SharePoint Development And Customization, Business Administration, Training-Teaching.

Work Experience

Legal Administrative Specialist

ABC Corporation - November 2013 - November 2014

- Counseled veterans, their dependents, and their beneficiaries via telephone regarding the full array of benefits available through the Department of Veterans Affairs, as well as non-VA benefits available through other organizations concerned with veterans.
- Explained the types of documents necessary to facilitate timely processing of claims and provided assistance in obtaining and completing such documents and forms in accordance with the type of claim being submitted.
- Explained decisions and reasons for the decisions made by the VA and communicated the information both orally and in writing to the veterans.
- Performed claim-related work such as change of address, direct deposits, check tracers, etc.
- Mentored and trained newly hired employees.
- Aided in training and mentoring new employees due to expertise in this position.
- Learned and managed multiple information systems to adjust, reinstate, suspend, compute, and terminate benefits for claimants newly awarded benefits and those who were already receiving benefits.

Legal Administrative Specialist

Delta Corporation - 2010 - 2013

- Verify and reconcile accounts payable, set up invoices for payment and perform data entry and other administrative duties Perform three-way match .
- Managed the daily schedule for over 20 providers to ensure top efficiency (waterfall method) Collaborated with team to organize work, set priorities .
- Determined the eligibility of and reviewed applications for the Federal Employees Retirement System for completeness, accuracy, and compliance with .
- hours per week.
- EXPERIENCE District Attorneys Office, Orange County, California Fullerton, CA.
- Salary 42,631/yearly Supervisor Jackie Lewis Process benefit changes, workers compensation claims, revisions to cases, and new awards.
- Maintain, update and create cases using SSA Systems Requests, organizes, analyzes and researches material for cases Research and gather data in order.

Education

Bachelor of Science in Education in Mathematics and English - 2002(Kent State University - Kent, WA)