

ROBERT SMITH

Litigation Support Specialist II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Litigation Support Specialist Professional with 10 years of experience working in the medical field. Always seeking to exceed expectations with excellent critical thinking, Knowledgeable in HIPPA Laws and ICD9 codes and CPT codes.

CORE COMPETENCIES

CaseMap, Clearwell, Concordance, Daegis Edge, Digital.

PROFESSIONAL EXPERIENCE

Litigation Support Specialist II

ABC Corporation - October 2012 – April 2014

Key Deliverables:

- Checked in and reviewed all legal & administrative paperwork from battalions & companies.
- Reviewed & drafted specifications for non-judicial punishment & verify the proper punitive articles for courts-martial are used.
- Acted independently, guided & advised battalion & company commanders on the issues of administrative correctives.
- Reviewed charge sheets & coordinated with or assisted unit commanders to ensure that specifications are complete & accurate.
- Prepared background information on the accused & forwarded the completed case packet to the SJA Officer for review.
- Collected & prepared documentation.
- Compiled documents going to the General Courts-Martial Authority to ensure that proper consideration is given to the Soldier.

Litigation Support Specialist

Delta Corporation - 2010 – 2012

Key Deliverables:

- New York, New York Litigation Support Performed data organization and analysis on thousands of confidential documents in preparation for major.
- Maintained secure multi-user databases and created processes that aided in work-flow efficiency on multiple levels.
- Prepare small claims lawsuits and continue with follow up on the claims.
- Skills Used Typing, data entry, must be detail-oriented.
- Providing litigation support for mass tort, personal injury, and product liability cases Documenting all correspondence with doctors, attorneys.
- regulations regarding all medical and government facilities.
- KCMO Scanning, Litigation, load files, Electronic Discovery, quality control, cd and DVD duplication, and blowbacks (print jobs) There are 24 floors.

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EDUCATION

Diploma - (Tidewater Tech - Virginia Beach, VA)

