

# ROBERT SMITH

## Jr. Legal Administrative Specialist

**E-mail:** info@qwikresumc.com

**Phone:** (0123)-456-789

### SUMMARY

Eager to work for a leading organization, that will allow me to utilize extensive administration knowledge and help me build a career in Human Resources.

### SKILLS

Leading, Customer Service, Financial Reporting, Team Building, Supervision, Strategic Planning, Data Analysis.

### WORK EXPERIENCE

#### Jr. Legal Administrative Specialist

ABC Corporation - August 2009 – August 2010

- Worked Processing Unit is to determine whether Bureau records reflect any information on a person, place or thing that is requested.
- Reviewed records to determine if it is relevant to FOIA/PA requests, search FBI's central records system for records that may be responsive to FOIA/PA requests.
- Prepared responsive materials as appropriate, and retrieving analyzing request records to find responsive information.
- Reviewed each request for subject matters to be searched, Scan original records into for electronic storage and processing.
- Created search slips information, Outgoing & Incoming letters, and other Administrative documentation.
- Performed analytical and declassification processing to the Information Security Oversight Office (ISOO) and Department of Justice.
- Conducted FBI systematic declassification reviews and enhanced research of all FBI classified records of permanent historical value.

#### Legal Administrative Specialist

Delta Corporation - 2007 – 2009

- This is a federal job) Duties, Accomplishments and Related Skills Explains the types of documents necessary to facilitate timely processing of .
- Explains decisions and reasons for the decisions made by the VA and communicate the information both orally and in writing to the veterans.
- Research issues(s) to include direct contact with the RO of jurisdiction if warranted, or in course of research with other federal or state agencies .
- performed claim-related work such as change of address and direct deposits, etc.
- Trained in the calculation of rates, benefits, and claims of Social Security beneficiaries.
- Learned and managed multiple information systems to adjust, reinstate, suspend, compute, and terminate benefits for claimants newly awarded benefits .

- Analyzed large quantities of data to identify and correctly adjust personal benefits, including death certificates, marriage certificates, key .

## SCHOLASTICS

- Management Course - (Warren County High School - Front Royal, VA)