

Objective

Litigation Specialist will perform collection and receivables management duties on accounts with the highest complexity that are referred to our Special Collections unit, including responsibilities for directing / monitoring bankruptcy, litigation and arbitration matters referred to retained legal counsel.

Skills

Customer Service, Microsoft Office.

Work Experience

Litigation Specialist I

ABC Corporation - April 1988 – September 2007

- Started performing all aspects of billing, filing, copying, and customer satisfaction as a medical examiner.
- Promoted to the litigation department to collect all past due to outstanding debt.
- Performed emails, phone follow-up, and investigation.
- Worked for the company for 18 years.
- Started out as Blue Cross Blue Shield, went to Wellpoint, and last was National Government Services.
- Finished the contract and the company outsourced and moved out of state.
- Started in the billing department and advanced to the litigation department as a congressional liaison.

Litigation Specialist

ABC Corporation - 1987 – 1988

- Louis Law Group Served as an associate attorney and litigation specialist and for a law office, specializing in bankruptcy, civil litigation and election law.
- Functioned as the assistant to the City Attorney for a mid-sized city in the St.
- Louis area, assisting in all litigation matters.
- Drafted appeals, briefs and various other litigation related material for the federal and state courts, including several briefs for the United States Eighth Circuit Court of Appeals and an amicus brief for Supreme Court of the United States.
- Assisted in all aspects of the Chapter 7 and Chapter 13 bankruptcy practice, including pre-petition interviewing, data processing, case filing, attending creditors meetings, filing and responding to motions and requests, and attending hearings and adversary proceedings.
- Worked also in the areas of personal injury, workers compensation, and domestic law..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

High School Diploma - 1978(Henninger High School)