

ROBERT SMITH

Jr. Legal Specialist

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Phone: (0123)-456-789

SUMMARY

Motivated, organized Administrative Assistant seeking a company that will allow to fully utilize clerical skills acquired after nearly ten years experience working for up to fourteen attorneys at once. WORK Office.

SKILLS

Microsoft 7.0 & 8.0; LEXIS; Outlook; Time Matters; E-filing; Excel; QuickBooks; Notary Public.

WORK EXPERIENCE

Jr. Legal Specialist

ABC Corporation - 2014 – 2015

- Planned, organized, supervised and directed the legal activities of the Patient Account Services and provided legal support for all Operations Management.
- Reviewed contracts and write demand letters for RSC (Revenue Service Center).
- Provided legal direction for all procedures within the RSC.
- Conducted training for all PAS staff and new hires on legal related issues.
- Acted as a patient account witness in court proceedings.
- Consulted with Business operations management to coordinate and implement policies and procedures, special projects, track and trend of results.
- Tracked and reviewed employee related workers compensation claims to ensure they are reported in a timely fashion and are in compliance with corporate policies and procedures.

Legal Specialist

Delta Corporation - 2012 – 2014

- Process Documents for Court Officers Review Litigations Follow Ups on Debts.
- Responsible for maintaining company licenses in all jurisdictions for 3 separate corporations.
- Filing all required quarterly, monthly and semi-annual reports in a timely manner, working with State Banking Regulators regarding company reports .
- Monitoring state legislation for new bills affecting the company.
- Working with a number of attorneys regarding various litigation cases and other projects.
- GI Bill for college money Expert marksman and hand grenade Typing and data entry Proficiency in Uniform Code of Military Justice Honorable discharge.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Certificate in Health Information Management - (Ashworth College - Atlanta, GA)