

# Robert Smith

## Legal Administrative Specialist

Phone (123) 456 78 99

Email: [info@qwikresume.com](mailto:info@qwikresume.com)

Website : [www.qwikresume.com](http://www.qwikresume.com)

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

### SUMMARY

Experienced professional seeking new position to utilize strong analytical, problem solving, research, and customer service skills.

### SKILLS

Event Coordination, Microsoft Office, Organizational.

### WORK EXPERIENCE

#### Legal Administrative Specialist

U. S. Investigative Services - October 2009 - 2020

- Handpicked for Declassification project.
- Reviewed over 40,000 documents to date pursuant to Presidential Executive Order.
- Charged with systematic declassification review of various levels of FBI intelligence and national security information.
- Ensured proper classification and protections of intelligence materials up to and including Top Secret classification.
- Ensured proper protection of sensitive FBI sources that are not classified but required national security sensitivities.
- Trained new contracting staff.
- Conducted a Quality Assurance program.

#### Legal Administrative Specialist

Delta Corporation - 2004 - 2009

- Determine whether disability annuitants are restored to earning capacity, and I determine the continuing entitlement to benefits of disability retirees previously deemed to have been restored to earning capacity.
- Act on results of monthly reporting of early retirees eligible to receive annuity supplement payments in lieu of Social Security benefits to calculate monthly supplement amount for retirees under the age of 62.
- Review policies on annuity pay roll in order to determine continuing eligibility to receive benefits based on audits conducted to maintain systems integrity and reports of fraudulent activity.
- Review request for reconsideration of adverse decisions within the assigned area of responsibility and I prepare recommended decisions on Social Security disability cases.
- Also maintain and track program data and records.
- Prepare accurate and concise written determinations in accordance with the law I speak in oral and written communications appropriate for multiple internal and external customers who request or supply information.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

BS in Elementary Education - (University of Texas - Austin, TX)