Attorney General/Representative

ROBERT SMITH

Phone: (123) 456 78 99 Email: info@qwikresume.com Website: <u>www.qwikresume.com</u> LinkedIn: linkedin.com/qwikresume Address: 1737 Marshville Road,

Alabama

Objective

Retired Maryland State Trooper desiring a position in fraud, criminal or background investigation. Impeccable integrity and a robust personal work ethic, including a strong drive to work independently.

Skills

Microsoft Office, Public Speaking.

Work Experience

Attorney General/Representative

ABC Corporation - October 1997 - May 2002

- Played a key role in creating multiple programs and processes to identify non-compliant.
- Compliance engagements, always managing overall legal risk and customer experience.
- Actively oversaw and engage in all customer-facing programs and activities initiated by sales.
- Directed and third-party audits, and help when sales get "stuck" or "stalled" and requires legal escalation or support.
- Coordinate and lead internal reviews with LC sales, technical support.
- · Audited analysts regarding customer engagements.
- Created, strategies, and executed successful compliance engagements.

Attorney General

Delta Corporation - 1994 - 1997

- Administrative Secretary/Secretary Pulling Docket/Docket Research/Location of Flies for attorneys Copying, Sort Court Document and Distribute.
- Coordinate, process and confirm staff travel arrangements.
- Perform related duties as required.
- Present Quality Assurance Department Listen to and review the collectors calls to ensure that they are professional, compliant with the FDCPA and .
- Write up the collector who violates the FDCPA, not giving the Miranda, discussing debt with someone other than the Debtor (Third Party Disclosure).
- Job shadowed the assistant attorney general, gaining exposure to the legal world by performing data entry, attending trials, and networking with .
- Child Support Officer/Attorney General Process the inquiry/review modification forms Contact employers to verify employment and wage information .

Education

Bachelors in Interdisciplinary Studies - (Governors State University - University Park, IL)