

ROBERT SMITH

Sr. Legal Administrative Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a human resources retirement position that will utilize vast experience in processing federal employees and survivor benefits applications under the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), Federal Employees Group Life Insurance Program (FEGLP), and Federal Employees Health Benefits Program (FEHBP).

CORE COMPETENCIES

Legal Research, And Analysis Of Laws, Rules And Regulations.

PROFESSIONAL EXPERIENCE

Sr. Legal Administrative Specialist

ABC Corporation - October 1997 – December 2015

Key Deliverables:

- Reviewed final decisions/legal briefs and retirement records to determine the whether the facts support the decisions.
- Analyzed facts of the cases and researched laws, regulations, Merit Systems Protection Board cases and Federal Circuit Court decisions to determine the best action in the appeals before the Merit Systems Protection Board.
- Planned strategy for OPMs defense of its position in complex and precedent setting cases.
- Prepared written responses to the initial appeal, and assembled the necessary documents for submission to the MSPB.
- Prepared written responses to all motions, interrogatories, stipulations of facts, and other related legal documents.
- Prepared briefs to the MSPB to support OPMs rationale for adjudicative decisions of specific benefits.
- Investigated any claims by the appellants and developed evidence to refute the appellants claims.

Legal Administrative Specialist

Delta Corporation - 1993 – 1997

Key Deliverables:

- Communicated effectively with diverse populations; efficiently managed a diverse workforce Managed and supervised marines in an office environment .
- Provided consulting services to clients including, benefit plan design, rate analysis, carrier negotiations.
- Field phone calls from Veterans asking information about benefits and payments.
- Work for several Assistant States Attorneys and any overflow work or miscellaneous work needed by my superiors.
- Create and prepare new files.

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- Create legal documents and correspondence Request documents from other municipalities and follow up on requests.
- Enter new and existing cases and documents into the database All general office duties Public contact on a regular basis.

EDUCATION

- Bachelor of Arts in History - (Paine College - Augusta, GA)