

Robert Smith

Legal Administrative Specialist/Executive

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Staff Sergeant,
Communication.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

Detail-Oriented Worker with Technical Background. Proven results in Quality Assurance and Technical Guidance. Commended for positive, can-do attitude and adaptability in a broad range of assignments, possessing the ability to provide 100% dedication and reliability in every situation.

WORK EXPERIENCE

Legal Administrative Specialist/Executive **ABC Corporation - June 2015 - March 2016**

Responsibilities:

- Explored all avenues of assistance available to veterans, beneficiaries, and dependents and takes positive action to encourage individuals to fully utilize these benefits.
- Assessed with the claimant the short-term and long-term circumstances that might influence a choice between various benefits.
- Researched issue(s) to include direct contact with RO of jurisdiction if warranted, or in course of research with other Federal or state agencies as necessary.
- Followed-up with the veteran or caller on results of research.
- Explained the types of documents necessary to facilitate timely processing of claims and provides assistance in obtaining and completing such documents and forms in accordance with the type of claim being submitted.
- Explained decisions and reasons for the decisions made by the VA and communicates (verbally or in writing) this information to the claimant.
- Led adoption of and enforced compliance with outside counsel billing standards.

Legal Administrative Specialist **Delta Corporation - 2011 - 2015**

Responsibilities:

- Counsel veterans, their dependents, and beneficiaries via telephone regarding the full array of benefits available through the Department of Veterans Affairs, as well as non-VA benefits available through other organizations concerned with veterans.
- Explore all avenues of assistance available to veterans, beneficiaries, and dependents and takes positive action to encourage individuals to fully utilize these benefits.
- Assess with the claimant the short-term and long-term circumstances that might influence a choice between various benefits.
- Program include, but are not limited to, compensation and pension benefits, home loan eligibility, education, health care, life insurance, burial benefits, vocational rehabilitation services, general Social Security Administration benefit programs, other federal, state, and local domestic relations and assistance programs.
- This is Dummy Description data, Replace with job description relevant

to your current role.

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Education

U.S. Air Force Armament Technician - (Community College Of The Air Force)