

# Robert Smith

## Adjudicator

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## SUMMARY

Accomplished, achievement-driven and results oriented professional with over ten years of experience in fundraising, event management, volunteer coordination, and procurement marketing. Dedication reflects both in accomplishments in paid positions as well as in many hours devoted to volunteering. Highly accomplished in organizational abilities, people skills, and business intelligence with computer proficiency and knowledge of database programs.

## SKILLS

Claims Payment, Medical Terminology, COB Claims Payment, Time management.

## WORK EXPERIENCE

### Adjudicator

ABC Corporation - 2001 - 2005

- Provided leadership over the adjudications program, including management of a headquarters staff, and is accountable for personnel security operations at locations in the National Capital Region.
- Reviewed unemployment cases and examined background information and kept secure, detailed and organized records for each claimant.
- Authorized the payment of valid claims and called claimants to inquire about claim forms incorrectly filled out.
- Explained rulings to claimants and how they could appeal decisions.
- Audited previous claims to ensure accuracy, assessed fines if fraudulent information was found.
- Adjudicated all claims before medication left the building for delivery.
- Faxed Insurance the proper information needed for audits.

### Adjudicator

Delta Corporation - 1993 - 1995

- When filing a claim, it is determine if they are monetarily eligible by verifying the information by contacting the claimant and the employer.
- Once it is established that it is a valid claim we will then review the claim to determine if they, or a former employer, have provided .
- Processed all types of disability claims and compensation for Veterans Benefits under Title 38, Code of Federal Regulations.
- NYSSMA Adjudicator Judge piano solos for NYSSMA festival 4/13 Confer with Parents and NYSSMA Zone representatives Prepare written evaluations.
- Adjudicator Conduct interviews with employees, employers, and third parties.
- Maintain records of interviews and documentation for application to cases.
- Issue written legal decisions of eligibility for unemployment benefits based on state law.

## EDUCATION

Bachelor of Science - (The University of California at Davis - Davis, CA)