ROBERT SMITH

Background Investigator/Agent

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

SUMMARY

Experienced Professional with a proven ability to thrive in cross-functional teams. Creative problem solver with the ability to make quick and accurate decisions from start to finish. Possess strong skills regarding team leadership, public interaction, consultative services, assessment of organizational goals, and public presentations.

CORE COMPETENCIES

Microsoft Office, Filing, Answering Phones, Typing.

PROFESSIONAL EXPERIENCE

Background Investigator/Agent

Bayshore Research - June 2005 – 2019

Key Deliverables:

- Responsible for ordering, decoding and manually entering an average of 2000 drivers license history reports.
- Maintained daily log sheets of all errors such as IT issues, re-investigation and add/error forms.
- Processed online criminal and workers compensation claims check across the US.
- Processed criminal searches through a National Data Base.
- Maintained files of all signed release of liability forms required for driving history and workers compensation investigations required for compliance.
- Processed re-investigation by contacting state DMV for additional information on the reports.
- Processed add/error by requesting changes to the driving history checks and reset the driving history request.

Background Investigator

ABC Corporation - 2002 – 2005

Key Deliverables:

- Interviewed applicants and other persons who may have information related to Personal History Statements.
- Interviewed and investigated applicants; and assisted in the general hiring practices of prospective applicants.
- Prepared detailed investigative reports; assembling and organizing statements and evidence for presentations in a comprehensive background analysis for review by supervisors.
- Made "hire/ dont hire" decisions/ recommendations based on preliminary interviews, personal history statements, or other information accumulated through investigations.

2259 Oak Street, Old Forge, New York, 13420

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

ROBERT SMITH

Background Investigator/Agent

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

- Participated in the recruitment of applicants for positions within the Sheriffs Office.
- Attended Job Fairs and related events as necessary.
- Collaborated with various law enforcement agencies on background investigations and training..

EDUCATION

Certificate in Process Technology in Process Technology - August 2007(San Jacinto College - Pasadena, TX)

2259 Oak Street, Old Forge, New York, 13420

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**