



AVA DAVIS

Lead Case Administrator

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

SKILLS

Microsoft Office Suite



File Organization



Scheduling



Time Management



Attention To Detail



Problem Solving



INTERESTS

DIY Projects

Crafting

Meditation

History

STRENGTHS

Humility

Innovation

Insightfulness

Integrity

LANGUAGES



English



Japanese



Spanish

ACHIEVEMENTS

Streamlined case processing, reducing average turnaround time by 25%.

Achieved a 98% accuracy rate in data entry for court documentation.

PROFESSIONAL SUMMARY

Leveraging a decade of expertise in case administration, I proficiently manage complex case workflows and ensure compliance with legal protocols. My strong analytical skills and commitment to stakeholder communication drive timely resolutions and enhance operational efficiency. I am dedicated to fostering a collaborative environment that supports case success and promotes continuous improvement.

WORK EXPERIENCE

Lead Case Administrator

Mar / 2019-Ongoing

WidgetWorks Inc.

Denver, CO

1. Oversee the preparation of incoming cases, ensuring all court orders and documentation are complete, accurate, and timely.
2. Execute precise data entry into CM-ECF, including sorting, classifying, scanning, and filing case records.
3. Maintain filing system integrity by monitoring access and ensuring timely document filing.
4. Review court documents for compliance with rules and policies, ensuring accuracy in automated docket entries.
5. Facilitate case management by ensuring automated entries are linked and accurately routed.
6. Manage cases from initiation to closure, ensuring all processes are executed efficiently.
7. Conduct daily data quality control in the Electronic Case Filing System, ensuring accuracy across all assigned cases.

Case Administrator

Mar / 2015-Mar / 2019

Crescent Moon Design

Portland, OR

1. Maintain official case records and monitor adherence to required procedures.
2. Process incoming electronic and paper documents, verifying compliance with associated rules.
3. Document work procedures for the procedural manual, enhancing operational consistency.
4. Administer chapter 13 bankruptcy cases for high-volume districts, ensuring compliance and efficiency.
5. Prepare worker's compensation files for review, addressing individual case issues effectively.
6. Ensure patient file integrity by validating authorizations and maintaining audit trails.

EDUCATION

Bachelor of Arts in Legal Studies

Mar / 2012-Mar / 2015

University of Illinois

Santa Monica, CA

Focused on legal principles, case management, and compliance regulations.