

AVA DAVIS Lead Case Administrator

- **(**123) 456 7899
- **Q** Los Angeles
- www.qwikresume.com



Microsoft Office Suite

File Organization

Scheduling

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Time Management

Attention To Detail

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Problem Solving



DIY Projects

% Crafting

O Meditation

m History

STRENGTHS





✓ Integrity







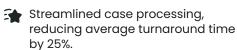


English

Japanese

Spanish

ACHIEVEMENTS



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.

耳 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.
- 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

Fortland, OR

- Maintain official case records and monitor adherence to required procedures.
- Process incoming electronic and paper documents, verifying compliance with associated rules.
- 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.