BENJAMIN LEE
Case Analyst

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📍 Los Angeles
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👤 PROFESSIONAL SUMMARY

Results-driven Case Analyst with 5 years of experience in managing complex case investigations and ensuring regulatory compliance. Expertise in data analysis and case documentation, with a strong ability to communicate findings effectively. Committed to delivering actionable insights that enhance operational efficiency and drive informed decision-making within dynamic environments.

🖥 WORK EXPERIENCE

Case Analyst
Apr / 2022-Ongoing

Seaside Innovations
📍 Santa Monica, CA

1. Managed a caseload of complex cases, ensuring thorough investigation and documentation.
2. Analyzed sensitive background investigations for security clearances in the Department of Defense.
3. Coordinated pre-trial investigations, conducting in-depth interviews and gathering evidence.
4. Prepared and maintained accurate case files for review and compliance audits.
5. Monitored and tracked case progress, ensuring timely resolutions.
6. Provided training and guidance to junior analysts on case management best practices.
7. Evaluated cases daily to determine necessary actions and compliance requirements.

Case Analyst
Apr / 2020-Apr / 2022

Silver Lake Enterprises
📍 Seattle, WA

1. Executed complete data entry of case information into the ARISg database.
2. Maintained proactive communication with product safety officers to ensure high-quality case documentation.
3. Compiled and organized legal case files, both physical and digital, for efficient access.
4. Distributed case files to relevant stakeholders promptly to facilitate legal processes.
5. Achieved and exceeded performance goals set by management consistently.
6. Handled client correspondence regarding authorizations for case settlements effectively.

🎓 EDUCATION

Bachelor of Science in Criminal Justice
Apr / 2018-Apr / 2020

University of Illinois
📍 Denver, CO

Studied criminal law, investigation techniques, and data analysis.

💡 SKILLS

Policy Analysis

Legal Writing

Customer Service

Fact-checking

Data Collection

Client Relations

✈ INTERESTS

⚙ Scuba Diving   ⚙ E-sports

🎮 Reading Fiction   📄 Puzzle Solving

✊ STRENGTHS

💼 Stewardship   👥 Teamwork

🔗 Tenacity   🔭 Vision

🔤 LANGUAGES

80%
English

80%
Italian

80%
Russian

⭐ ACHIEVEMENTS

✦ Streamlined case management processes, reducing processing time by 20%.

✦ Successfully conducted over 100 in-depth case investigations with a 95% compliance rate.