# ROBERT SMITH

## Child Support Officer III

**info@qwikresume.com | LinkedIn Profile | Qwikresume.com**

Dedicated and focused who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Committed to delivering high quality with little supervision.

## EXPERIENCE

### Child Support Officer III

**ABC Corporation - NOVEMBER 1993 – FEBRUARY 2005**

- Worked directly with all types of customers in providing effective customer service via telephone and in person.
- Conducted detailed in-office investigations to locate absent parents, employment verification and determination of personal and business assets.
- Assessed child support cases to determine appropriate actions or documents needed to establish and collect child support.
- Obtained any additional information needed to process cases and referred cases to the appropriate field staff for needed establishment, modification, or enforcement actions.
- Explained Child Support Program policies, procedures, and regulations to customers.
- Negotiated out-of-court settlements and agreements with custodial and non-custodial parents.
- Extensive detailed data entry and record keeping after any interaction with customers.

### Child Support Officer

**ABC Corporation - 1990 – 1993**

- Responsible for receiving and extracting child support payments daily.
- Had to balance the incoming payments, printing individualservices checks, making court ordered changes in the databases and authorized neglecting payees arrest warrants to the sheriffs office.
- As well, as performing all other payments for court costs, marriage lisences,traffic violations.
- I enjoyed working in the circuit clerks office I learned alot, and it gave me an opportunity to work in an office setting.
- Learned data entry and other computer related skills, as well people relations.
- Skills Used Computer skills such as, data entry, accounts payable and receivables, public relations, and knowledge of our judicial systems..
- This is Dummy Description data, Replace with job description relevant to your current role.

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## EDUCATION

- - (Thomas Jefferson High School - El Paso, TX)

## SKILLS

Microsoft Office, Accounting, Customer Service, Customer Service, Receptionist.