



BENJAMIN LEE

Junior Income Maintenance Specialist

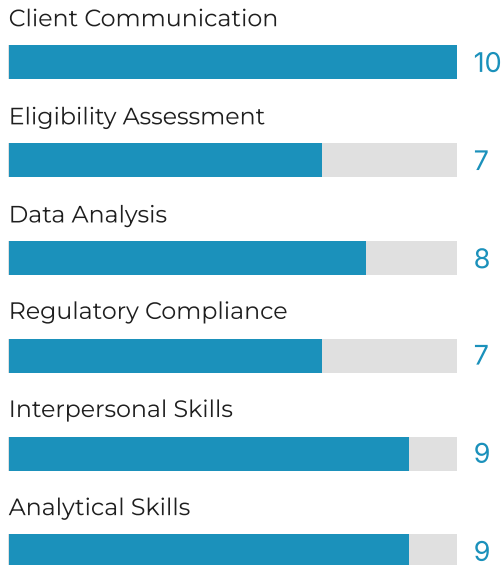
✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS



🎯 INTERESTS

- 🔧 DIY Projects
- ✂️ Crafting
- 🧘 Meditation
- 🏛️ History

👊 STRENGTHS

- 🌱 Humility
- 💡 Innovation
- 👁️ Insightfulness
- ✅ Integrity

🗣️ LANGUAGES



🌟 ACHIEVEMENTS

- 🌟 Successfully processed over 500 applications per month, ensuring timely access to benefits for clients.
- 🌟 Reduced processing errors by 20% through meticulous application review and adherence to federal guidelines.

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👤 PROFESSIONAL SUMMARY

Motivated Junior Income Maintenance Specialist with five years of experience in eligibility determination and case management. Adept at analyzing complex policies to facilitate access to essential services for diverse populations. Dedicated to enhancing community support through efficient case processing and effective communication.

💼 WORK EXPERIENCE

Junior Income Maintenance Specialist Jun / 2021-Ongoing
Seaside Innovations Santa Monica, CA

- Conducted thorough interviews with applicants to gather necessary information for eligibility assessments in Income Maintenance Programs.
- Utilized knowledge of Badger Care Plus Medicaid, Food Share, and other assistance programs to guide clients effectively.
- Analyzed policies and procedures to resolve complex case issues within various operational units.
- Participated in program evaluation committees to enhance service delivery and client outcomes.
- Provided timely information and referrals to clients based on their social and economic needs.
- Delivered immediate resources to individuals and families living below the Federal Poverty Level.
- Engaged in extensive training to facilitate the transition of the Obamacare Exchange/Marketplace for eligible clients.

Income Maintenance Specialist Jun / 2020-Jun / 2021
Crescent Moon Design Portland, OR

- Determined eligibility for individuals requesting Food Benefits and Medicaid for vulnerable populations.
- Reviewed and processed applications and changes to ensure accurate benefit issuance.
- Engaged with clients in person and over the phone to address inquiries and provide assistance.
- Ensured compliance with federal guidelines during the certification and review of ongoing benefits.
- Conducted detailed interviews to assess eligibility for various public assistance programs.
- Managed case openings and denials while maintaining accurate documentation.

🎓 EDUCATION

Bachelor of Science in Human Services Jun / 2019-Jun / 2020
University of Wisconsin-Milwaukee Portland, OR

Focused on case management and social policy analysis to enhance community support.

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