

Robert Smith

Legal Administrative Specialist II

PERSONAL STATEMENT

Over 10+ years experience in various areas of accounting/bookkeeping, including payroll processing, payments processing, court costs processing financial statements, bank transactions, cash flow, annual reports, invoicing, budget, and ledgering. Effective office administration skills and multi-tasking.

WORK EXPERIENCE

Legal Administrative Specialist II

ABC Corporation - February 2004 - January 2014

Responsibilities:

- Applied Court issued laws to protect sensitive information.
- Collaborated with special agents and executive management on sensitive National Security information.
- Managed project cases, assign sections to employees and encourage to meet deadlines.
- Orchestrated plans to complete large project cases that require team work.
- Communicated to employees and management displaying advanced knowledge of assigned laws to freedom of information.
- Read daily to acquire historical knowledge and present knowledge to aid in analyzing and disseminating information.
- Acted as a liaison for beneficiaries, district officers, and attorneys to resolve processing problems and issues.

Legal Administrative Specialist

Delta Corporation - 2002 - 2004

Responsibilities:

- Customer Relations Management (CRM) Customer Service Public relations and damage control.
- Supporting filing high volumes of nonimmigrant visa filings, employment-based adjustment of status applications, and employment authorization .
- Learned and managed multiple information systems to adjust, reinstate, suspend, compute, and terminate benefits for claimants newly awarded benefits .
- Analyzed large quantities of data to identify and correctly adjust personal benefits, including death certificates, marriage certificates, key .
- Interfaced directly with beneficiaries via telephone and written notices to communicate record changes and request additional information.
- Supported tele-service representatives on heavy call days to help ensure timely response to clients.
- E-filed various documents into King Countys new data entry system Prosecutor By Karpel in efforts to reduce the amount of paperwork involved in the .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Microsoft Office, Basic
Spanish, Analytical,
Writing, Editing, Problem
Solving, Research,
Customer Service.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

BS - (Baltimore City Community College - Baltimore, MD)