

Objective

Experienced analyst working in Records Management and Information Dissemination Research experience working for the 9/11 Commission Task Force Supervisory Experience under the Freedom of Information-Privacy (FOI/PA) Act Takes initiative to meet personal and professional goals Solid written and verbal communication skills.

Skills

Microsoft Word, Microsoft Excel, Microsoft Outlook.

Work Experience

Legal Administrative Specialist I

ABC Corporation - March 2008 – September 2014

- Responsible for working independently on a daily basis using established procedures.
- Processed work typically assigned according to system or priorities established by management.
- Made the final determinations on the full range of post-adjudicative actions such as disability and retirement claims, entitlement and non-entitlement to benefits.
- Interpreted and implemented with accuracy, overpayment collections procedures defined in (POMS).
- Contacted debtors in writing the reason and the amount of overpayment for collection actions.
- Followed established SSA guidelines and procedures to determine if waivers should have been given and set up repayment agreements and when the Requests for Waiver of overpayment are less than \$500.00 received .
- Established the Master Beneficiary Record that holds detail history of the beneficiaries T2 record.

Legal Administrative Specialist

Delta Corporation - 2006 – 2008

- Trained as a full time student then progressed to job in resolving a wide range of post adjudicate issue dealing with Titles II, XVI and XVIII of the .
- Selected Responsibilities Made final determinations on the full range of post adjudicative actions on Title 2 and Title 16 cases Determined .
- Responsibility for recognizing factors involving the Railroad Retirement Board (RRB), workers compensation or disability entitlement SSI windfall .
- Handled various administrative tasks (i.e.
- phone calls/mail/email/copy/scan/fax) -Set up files and ran criminal background checks
- Generated and prepared legal briefs, motions, and court.
- Office of Personnel Management Hours per week 40.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Arts in Marketing - (University of Alabama at Birmingham - Birmingham, AL)