
Appeals Officer Resume

Job Objective

Appeals Officer seeking a position with an organization in which my expertise and educational background can help.

Highlights of Qualifications:

- Remarkable experience in aiding hearings and appeals functions
 - Huge knowledge of appeals processes and administrative law
 - Ability to process administrative appeals
 - Ability to assist with hearings and appeals functions
 - Ability to set goals and lead teams
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Professional Experience:

Appeals Officer

National Appeals Division, Houston, TX

August 2005 – PresentAided as Appeals Officers.

Managed processing of appeals of agency initial administrative determinations.

Evaluated files and established administrative appeal record.

Coordinated with parties to appeals and their legal counsel.

Education:

Associate Degree in Business

Mid-South Community College, West Memphis, AR

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