
Child Support Resume

Job Objective

Seeking a position as Child Support in a reputable company that permits me to utilize my education and training for the development of the company.

Summary of Qualifications:

- Extensive knowledge of principles, practices and methods of child support investigation and collection techniques
 - Exceptional ability to do financial calculations to determine child support debts
 - Uncommon ability to work as a team member, as well as independently
 - Immense ability to perform comfortably in a fast-paced, deadline-oriented work environment
 - Ability to communicate effectively both verbally and in writing
 - Profound ability to successfully execute many complex tasks simultaneously
 - Excellent organizational, written and verbal communication skills
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Work Experience:

Child Support, August 2005 – Present
Nerolac, Inc., Sepulveda, CA

- Provided physical and psychological needs, physical safety, hygiene, food, medical care and reliable and nurturing environment.
- Collaborated with biological families to prepare home visits by helping set up and childproof homes and obtaining supplies.
- Provided a positive adult model for the youth.
- Responded to emergency situations that required flexibility of both time and assignment.
- Assisted biological families to problem solve and deal with behavior difficulties within visits.
- Provided emergency respite on an as needed basis.

Child Support, May 2000 – July 2005
Beam Corporation, Sepulveda, CA

- Established paternity and enforcing child support orders.
 - Located non-custodial parents.
 - Researched and reviewed records to gather information vital to cases.
 - Educated customers on the process and their options, and responded to customer inquiries.
 - Verified existing data on an automated child support system.
 - Provided childcare for foster parent training and support group meetings
 - Completed all documentation requirements, including progress notes, written reports and summaries for conferences in a timely manner as needed.
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Education:

Bachelor's Degree in Sociology, Pittsburg State University, Kansas, KS

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