
Child Support Specialist Resume

Job Objective

Experienced Child Support Specialist of many years seeking employment with the company to help advance in the industry.

Summary of Qualifications:

- Remarkable experience working professionally with groups of children
 - Sound knowledge of principles of child development and early childhood education
 - Familiarity with federal and state child support policies
 - Good understanding of the needs of young children and families
 - Proficiency in data entry, typing and computers
 - Ability to interact with psychiatrically impaired children in a therapeutic manner
 - Excellent problem solving and superior decision making skills
 - Superior organization and project management skills
 - Strong interpersonal, analytical, verbal and written communication skills
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Work Experience:

Child Support Specialist, May 2006 – Present
Higher Education Services, Phoenix, AZ

- Interviewed applicants to analyze cases and determined appropriate actions.
- Initiated actions to establish paternity and child support activities.
- Calculated child support obligations and debts and initiated collection actions.
- Examined and evaluated legal and other public records.
- Informed applicants of case progress.

Child Support Specialist, March 2003 – April 2006
Youngwilliams Child Support Services, Phoenix, AZ

- Utilized automated system to execute and document child support actions.
 - Advised clients and absent parents of legal procedures to establish paternity and obtained child support.
 - Ensured to inform parents of their legal responsibilities of child support.
 - Evaluated client's level of cooperation.
 - Prepared forms and reports indicating status of cases and actions required.
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Education:

Bachelor's Degree in Psychology, Tusculum College, Greeneville, TN

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