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## Child Support Specialist Resume

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### Job Objective

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

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### 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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