
Hearing Officer Resume

Job Objective

To further improve my skills as a Hearing Officer by working for a challenging organization with high goals.

Summary of Qualifications:

- Huge experience as a hearing officer in District Court
 - Deep knowledge of court and legal practices and procedures
 - In-depth knowledge of civil court process and subrogation recovery process
 - Outstanding knowledge of the responsibilities and authority of hearing officers
 - Ability to Write reports on hearings, depositions, and conferences
 - Familiarity with State Workers' Compensation System principles, statutes and judicial protocol
 - Superior decision making and problem solving skills
 - Excellent time management and analytical skills
 - Ability to make fair and sound judgment often under adverse conditions
 - Ability to maintain confidentiality at all times
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Work Experience:

Hearing Officer, August 2005 – Present

District of Columbia Public Schools, West Haven, CT

- Authorized payment of valid claims and determined method of payment.
- Issued subpoenas and administered oaths in preparation for formal hearings.
- Prepared written opinions and decisions.
- Recommended claims acceptance, rejection and compromise settlements in compliance to laws, regulations, policies, and precedent decisions.
- Prepared hearings and determined conclusions by researching and analyzing laws and regulations.

Hearing Officer, May 2000 – July 2005

Justice, Bureau of Prisons/Federal Prison System, West Haven, CT

- Recommended decisions on claims concerning government programs and other government-related matters and prepared decisions.
 - Determined penalties and existence and the amount of liability, and recommended settlements of claims.
 - Reviewed and evaluated data on documents and physician and employer records.
 - Prepared hearings and determined conclusions by researching and analyzing laws and regulations.
 - Ensured relevant information is obtained regarding the cases.
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Education:

Bachelor's Degree in Law, Keiser Career College, Greenacres, FL

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