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# SOCIAL INSURANCE SPECIALIST RESUME

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## Summary:

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An outstanding individual who serves as a specialist responsible for making initial review on disability determinations; has been exposed to works involving the affirmation and reversal of disability determinations made by the state regarding the full range of claims under the Disability Insurance Act; has good background in claims analysis, medical terms and findings, causes of diseases, treatment process and probable results, relation of physical impairment to ability of claimant to work; has demonstrated the skills to develop and evaluate pertinent medical facts and evidence and to apply and interpret appropriate laws and regulations for disability and death cases

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## Professional Experience:

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### Responsibilities:

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Provided research support and maintained an orderly case record forms in accordance with the guidelines of the institution  
Implemented data collection protocol in scheduling of interviews, hiring of subjects and conducted interviews  
Facilitated dissemination and collection of surveys and other important data using other social science data collection tools  
Assisted the investigator in administering the cognitive battery test and examinations for each patient  
Maintained and documented files and databases according to predetermined guidelines set by doctors on patient category  
Assisted investigators with blood draw specimen and preparation of laboratory equipment for analysis and assisted with evaluation of vital signs and treatment

Science AssistantMay 2004 – December 2006  
ICF International, Albany, NY

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