
Social Security Claims Representative Resume

Job Objective

Searching for the right opportunity to enhance my skills and broaden my experience by filling the position of Social Security Claims Representative being offered by your company.

Highlights of Qualifications:

- Sound knowledge of Social Security Claims, computers and word processing
 - Wide knowledge of Social Security disability process
 - Ability to manage confidential information
 - Amazing multi tasking abilities and efficiently maintain focus
 - Superior communication skills
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Professional Experience:

Social Security Claims Representative
Genex Services, East Grand Forks MN
November 2006 – Present

- Evaluated cases, applications, files and records.
- Reviewed client's needs and formulated plans to meet them.
- Authorized to evaluate if additional data was needed and also obtain it.
- Extracted sources of evidence.
- Coordinated appointments and meetings and managed follow-ups.

Social Security Claims Representative
Liberty Mutual Group, East Grand Forks MN
February 2001 – October 2006

- Formulated reports, documents and various written materials.
 - Designated to make corrections to processed claims.
 - Handled problems and reviewed information and interpreted ideas clearly.
 - Gathered requisite information.
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Education:

Bachelor's Degree International Relations
Central Pennsylvania College, Summerdale, PA

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