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## Social Security Claims Representative Resume

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### 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.

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### 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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