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## Veterans Service Officer Resume

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### Job Objective

Looking to improve the organization using my skills as a Veterans Service Officer.

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### Highlights of Qualifications:

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- Profound knowledge of County, State, and Federal veterans programs
  - Sound knowledge of DVA requirements concerning the processing of claims
  - Solid understanding of Freedom of Information and Privacy Acts, and DVA regulations
  - Excellent communication and interpersonal skills
  - Strong mathematical skills
  - Amazing ability to counsel and assist individuals with discretion
  - Remarkable ability to deal with problems involving several concrete variables in standardized situations
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### Professional Experience:

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Veterans Service Officer  
Systems Development Corporation, Verdi, NV  
August 2005 – Present

- Counseled and assisted veterans and provided information on VA benefits.
  - Prepared and submitted benefit claims to appropriate agency.
  - Coordinated and disseminated information on County, State, Federal and private veterans programs and benefits.
  - Advised and assisted veterans in presenting claims for benefits under Federal, State laws.
  - Ensured all necessary forms are completed and forwarded to appropriate federal or state agency.
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### Education:

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Bachelor's Degree in Management and Psychology  
MacCormac College, Chicago, IL

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