

WELFARE ELIGIBILITY WORKER AND INTERVIEWER RESUME

Summary:

An outstanding individual who interviews and investigates applicants and recipients to determine eligibility for use of social programs and agency resources; has records and evaluations of personal and financial data obtained from individuals; has knowledge in developing initiative procedures to grant, modify, deny, or terminate eligibility for various aid programs; has been privileged to authorize release of grant amounts and prepared related reports for the expenses; has taken necessary specialized training and assisted in social service caseworkers

Professional Experience:

Welfare Eligibility Worker and Interviewer January 2007 – Present
AmerisourceBergen Corporation, Albany, NY

Responsibilities:

- Investigated and interviewed applicants for public assistance to gather important information connected to their application.
- Supervised procedures to grant change or reject eligibility and grants for various assistance programs.
- Prepared and organized reports of assigned cases and submitted individual recommendations.
- Justified eligibility requirements, form completion requirements and other community resources for financial assistance on housing opportunities.
- Conducted annual and special housing review visits to ensure conformance to agreed regulations.
- Analyzed the rules and regulations governing eligibility for grants and payment methods and explain it to the clients.

Financial Specialist I May 2004 – December 2006
CHASE Professionals, Albany, NY

Responsibilities:

- Supervised accounts payable services for the campus and handled administrative functions critical to the success of the company.
- Processed accurate accounts payable remittances and generated corresponding reports.
- Implemented electronic record transition and served as the office manager backup.
- Conducted payroll deductions, make related transactions and responded to employee queries on payroll matters.
- Reviewed all personnel action forms for accuracy and conducted a variety of general office support duties.

Payroll Specialist February 1999 – May 2004
First McKesson, Albany, NY

Responsibilities:

- Investigated and interviewed applicants for public assistance to gather important information connected to their application.
- Supervised procedures to grant change or reject eligibility and grants for various assistance programs.
- Prepared and organized reports of assigned cases and submitted individual recommendations.
- Justified eligibility requirements, form completion requirements and other community resources for financial assistance on housing opportunities.
- Conducted annual and special housing review visits to ensure conformance to agreed regulations.
- Analyzed the rules and regulations governing eligibility for grants and payment methods and explain it to the clients.

Financial Specialist I May 2004 – December 2006
CHASE Professionals, Albany, NY

Education:

Masters Degree in Accounting, University of Iowa, 1999
Business of Arts in Economics, Rockefeller University, 1994

Skills:

- Excellent oral and written skills
- Good people management skills
- Ability to motivate others, delegate work and explain ideas
- Analytical and team working ability

- Enthusiasm, initiative and decisiveness
- Problem-solving skills and an ability to work on a tactical and strategic level

Professional Affiliation:

Human Resources Management Association, Member
American Payroll Institute, Member

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