

# LESLIE RITCHIE

346 LEIGH ISLE, DALLAS, TX

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## PHONE

+1 (555) 339 7650

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## EXPERIENCE

### LEDNER-SIMONIS

12/2017 – present

Los Angeles, CA // *Document Specialist*

- With LAW Ipro Proficient or scanning software
- Proficient With Konica, Canon, Xerox or copy / print devices
- Good communication skills (email, phone, etc)
- Knowledge of Excel, Word, PDF
- Experience with Binding (Velo, Coil, GBC, 3-Ring Binders, Acco, Wire-O)
- Proven experience in project management, process design, and continuous improvement that resulted in sustained, on-going process improvement
- Advance knowledge of personal computer applications such as Microsoft Office Suite, Visio
- Clean motor vehicle and criminal background records

### BRUEN GROUP

11/2012 – 07/2017

Los Angeles, CA // *Document Specialist*

- Knowledge of Windows Suite including Excel, Word and Access is essential
- Experience with FIS ASP, Exchange, and DMS tools
- Detailed knowledge of the Employee Retirement Income Security Act (ERISA), related Department of Labor (DOL) and Internal Revenue Service (IRS) regulations
- Detailed knowledge of plan design and documentation language, including a familiarity with prototype and volume submitter documents
- Detailed knowledge of retirement industry and product trends
- Solid overall PC skills, general knowledge of such qualified plan systems as TRAC

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## EDUCATION

### KENT STATE UNIVERSITY

*Bachelor's in Technical*

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## SKILLS

- Land Database Experience (GeoAmps, Flairdocs, etc.)
- Strong general office skills – including office equipment (Copy machines, scanner, shredder, Phone system), and file management
- Should be knowledgeable in the methods and techniques for performing Land Services activities
- Practical experience in the application, modification and adaptation of standards, techniques and procedures for ROW documents
- Able to interact and communicate professionally with various levels of both project team and client team members
- Highly administrative with an attention to detail

# Resume For Document Specialist

**Brenda A. Potter**



## **Resume For Document Specialist:**

**How to Write the Perfect Federal Job Résumé & Résumé Cover Letter** Melanie Williamson, 2011 Accompanying CD ROM contains sample resumes and cover letters and several PDFs from USAJOBS gov **Stanfield's Introduction to**

**Health Professions with Navigate Advantage Access** Nanna Cross, Dana McWay, 2022-02-04 Introduction to the Health Professions provides comprehensive coverage of all the major health professions The Eighth Edition includes the 75 careers and touches on every major facet of the field Training requirements job responsibilities and salaries are also described In addition this resource provides a thorough review of the U S healthcare delivery system managed care health care financing reimbursement insurance coverage Medicare Medicaid and the impact of new technology on healthcare services

**Resume Writing and Interviewing Techniques that Work** Robert R. Newlen, 2006 Starting a career as a librarian moving or looking for a new job Robert Newlen offers this brand new comprehensive resource as a guide to get you through every step of landing the ideal library job Detailed guidance for authoring attention grabbing cover letters the most important part of any application package will help you capture that administrator s attention and get your resume and application read **Professional Resumes for Executives, Managers, and Other Administrators** David Franklin Noble, 1998 Targets top management and offers practical application for using the resume as a key to success Contains more than 200 new resumes submitted by members of the Professional Association of Resume Writers **Top Secret Tips: How to Crush Federal Resumes** Joseph Mercer, 2020-03-15 [Why Do You Love Me?](#) Michael Stein, 2022-11-03 Why Do You Love Me is a lifetime collection of profound stories and poems that demonstrates God s sovereign intervention into the life of Michael Stein These words clearly show God s outreaching love and His redemptive power to deliver restore and establish a living witness **Medical Office Administration E-Book** Brenda A. Potter, 2013-12-15 To succeed in today s medical front

office you need a resource that will help you learn not only the principles of medical office administration but also how to apply your factual knowledge to the many complex scenarios that may arise in the medical office environment Reflecting Brenda Potter s first hand experience as an active instructor Medical Office Administration A Worktext 3rd Edition combines instruction and application to help you develop the knowledge and skills you need to think critically and respond confidently to the challenges you ll encounter on the job It includes procedures to be used with Medisoft Version 18 which allows you to practice the day to day activities as if you were in an actual office setting An optional upgrade package is available which includes a Medisoft Version 18 Demo CD ISBN 9780323279789 Engaging worktext format makes it easier to apply what you ve learned to the real world breaking up the content into manageable segments and providing case studies critical thinking exercises role playing exercises and collaborative learning activities Real world examples apply important concepts to the medical office setting A conversational writing style makes it easier to read and understand the material HIPAA Hints ensure that you comply with HIPAA mandates UNIQUE The Diverse Community of Patients chapter addresses the important issue of

cultural diversity Procedure boxes offer step by step instructions on how to perform specific administrative tasks Procedure checklists spell out the individual steps required to complete a full range of administrative procedures and are based on CAAHEP competencies Learning objectives show the key points that you are expected to learn in each chapter NEW Medisoft v18 software allows you to practice common administrative tasks with real world office management software Medisoft sold separately NEW Coverage of ICD 10 coding prepares you for the October 2014 transition to ICD 10 UPDATED EHR coverage applies administrative concepts and procedures to their use within the Electronic Health Record NEW electronic procedure checklists on the Evolve companion website measure how well you have mastered procedures *Killer Cover Letters and Resumes* WetFeet (Firm),WetFeet,2014 **Ace the IT Resume!** Paula Moreira,Robyn Thorpe,2002 Learn how to get noticed as an IT applicant with this practical guide Readers will find the best practices for submitting resumes in the e world and a full chapter devoted to writing an effective cover letter Also included are more than 50 job profiles 50 annotated resumes illustrating important dos and don ts and interviews with real IT hiring managers explaining what they are looking for *Resumes For Dummies* Joyce Lain Kennedy,2011-01-13 Write a winning resume and land that job interview Is your job search stalling out after you submit a resume but before you re offered an interview With a recession that has caused a 10% unemployment rate affecting 15 3 million Americans having a winning resume is vital to securing an interview and it demands a fresh look at how you write your resumes and market yourself Whether you re entering the job market for the first time looking for a new job after a lay off or changing careers Resumes For Dummies shows you the ropes and rules for a new era in recruiting and jobsearching Instructions for writing an inclusive core resume Tips on targeting a known position or tailoring a resume to specific industries Common resume writing mistakes to avoid Updated with the latest information on privacy issues in the electronic age Resumes For Dummies is your go to guide for getting your foot in the door *Stanfield's Introduction to Health Professions* Cross,Dana McWay,2016-07-29 The Seventh Edition of the text outlines more than 75 careers and touches on every major facet of the field including a description of the profession typical work setting educational licensure and certification requirements salary and growth projections and internet resources on educational programs and requirements for licensure and or certification In addition this resource provides a thorough review of the U S healthcare delivery system managed care health care financing reimbursement insurance coverage Medicare Medicaid and the impact of new technology on healthcare services All chapters are updated to reflect current demographics and new policies Expert Resumes for Teachers and Educators Wendy S. Enelow,Louise Kursmark,2005 This new second edition includes 180 pages of completely new sample resumes aimed at teachers at all levels educational administrators and other educators and trainers Plus there are step by step instructions for writing great resumes situation specific employment trends and career strategies and an appendix of helpful online resources **ACE the IT Resume : Resumes and Cover Letters to Get You Hired** Paula Moreira,2007-06-22 Create a first rate resume that will get you hired in IT Stand out in a

crowd of IT job applicants by creating and submitting a winning resume and cover letter with help from this practical guide Fully revised and updated for the latest trends technologies and in demand jobs Ace the IT Resume Second Edition reveals how to best showcase your IT skills and experience You ll get tips for adapting your resume for different formats using the right keywords and getting your resume in the hands of the hiring manager With an encyclopedia of sample resumes job descriptions and resume strategies this is your must have guide to landing a great IT job Present your skills experience and education in the most effective format Optimize your online resume Customize your resume based on the job you re seeking Write compelling and relevant cover letters Avoid common pitfalls and analyze your resume for errors Discover ways to quickly get hands on experience Network with IT professionals to make connections

**All About CLAiT Plus Using Microsoft Word 2007 - Unit 1** ,2014      **Expert Resumes for Computer and Web Jobs** Wendy S. Enelow,Louise Kursmark,2001 With the help of this guide readers learn how to present technical skills in reader friendly language that employers will appreciate Includes 150 letter perfect resumes written by professionals who understand the technical job market

**System Forensics, Investigation and Response** Chuck Easttom,2013-08-16 System Forensics Investigation and Response Second Edition begins by examining the fundamentals of system forensics such as what forensics is the role of computer forensics specialists computer forensic evidence and application of forensic analysis skills It also gives an overview of computer crimes forensic methods and laboratories It then addresses the tools techniques and methods used to perform computer forensics and investigation Finally it explores emerging technologies as well as future directions of this interesting and cutting edge field Publisher

**Computerworld** ,1991-11-11 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research form the hub of the world s largest global IT media network

**Real-resumes for Manufacturing Jobs** Anne McKinney,2002 Title shows resumes and cover letters of people who wish to enter the manufacturing field advance in it or exit from it into new careers Job hunting strategies are provided as are strategies for transferring manufacturing skills and experience to other industries The book contains more than 100 real resumes and cover letters which target this industry and the purpose of the book is to give models or examples for people to use in creating their own resumes and cover letters tailored to the manufacturing industry Readers will find resumes of machine operator product design director production foreman quality engineer shipping and receiving manager tool and die maker tire builder welder team leader assembler maintenance supervisor and many other jobs This book will be of enormous help to people seeking employment in the manufacturing sector and to people who desire to transfer knowledge gained in a manufacturing environment into new occupational areas

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