

LESLIE RITCHIE

346 LEIGH ISLE, DALLAS, TX

PHONE

+1 (555) 339 7650

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

EDUCATION

KENT STATE UNIVERSITY

Bachelor's in Technical

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

Robert R. Newlen



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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 *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 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

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

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