
Social Security Paralegal Resume

Job Objective

Seeking the position of Social Security Paralegal where I can display my dedication and skills.

Highlights of Qualifications:

- Hands-on experience in analysing complex cases and resolving issues
 - Immense knowledge of supplemental securities and disability
 - Exceptional knowledge of estate planning techniques
 - Ability to perform research with help of appropriate technical materials
 - Ability to interpret various social security regulations and procedures
 - Familiarity of supplement security income programs
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Professional Experience:

Social Security Paralegal
Texas RioGrande Legal Aid, Inc., Camas, WA
August 2012 – Present

Responsibilities:

- Managed various medical and non-medical communications through electronic medium.
- Evaluated various medical and legal documents and prepared cases for hearing.
- Coordinated with clients and judges and ensured compliance to deadline.
- Performed research and developed comprehensive plans for social security issues.
- Administered case management systems and coordinated with attorneys for the same.
- Maintained and documented medical information for individual social security cases.

Social Security Paralegal
Legal Aid Bureau, Camas, WA
May 2009 – July 2012

Responsibilities:

- Scheduled appropriate social security hearings for interviewing claimants.
 - Prepared appropriate disability documents for claimants and maintained medical records.
 - Evaluated files and scheduled hearing and submitted it to office of disability adjudication.
 - Administered incoming client inquiries and developed effective relationships with client.
 - Designed and recommended strategies to increase productivity of the processes.
 - Trained new employees and ensured productive relation with clients.
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Education:

Bachelor's Degree in Criminal Justice
Crafton Hills College, Yucaipa, CA

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