OBJECTIVE

Application specialist with a 5 year background filing applications and questionnaires over the telephone for Social Security Disability/S.S.I. Claimants.

WORK EXPERIENCE

SSDI/SSI Application Specialist

August 2015 - June 2016

Bill Gordon & Associates | Remotely

Legal Services

Contract worker specializing in taking applications for Traumatic Brain Injury, illiterate and Spanish speaking claimants over the telephone.

I am both an experienced English/Spanish interpreter, having previously contracted with the Social Security Administration. I have worked as a legal assistant at a large national law firm, interviewing and taking calls from clients, with primary responsibility for preparing new clients' applications and filling out the SSA's required forms.

Legal Assistant/Paralegal, Application Specialist SSDI/SSI, English-Spanish Interpreter,

Consecutive Interpreter

December 2012 - May 2015

ENS CORP | Remotely

Legal Services

English/Spanish interpreter having contracted with the Social Security Administration for interpreting disability hearings and interviews for L.E.P. (limited English proficient) persons.

Helped limited English proficient persons with interpreting Spanish to English/English to Spanish for acquiring SSDI/SSI over the telephone.

Consecutive Interpreter, Application Specialist,

Logistics Manager, Interpreter/Translator

February 2010 - December 2012

O.C.U.P.A. | Manzanillo, Colima

Transport and Storage - Materials

Port Logistics Supervisor/Translator/Interpreter

Supervised unloading/loading of containers assuring door locks and container number matched with BL.

Logistics Management, Bilingual English/Spanish Interpreter,

EDUCATION

Professional, Accounting,

September 1993 - January 1995

Drake University Extension | New York City, New York

Computer aided accounting software

High School or equivalent, General Studies,

September 1984 - June 1987

El Paso High | El Paso, Texas

CERTIFICATION

Certificate of Excellence

September 1995

New York City Department of Health, Administrative Tribunal

Team Leadership Award

SKILLS

|  |  |
| --- | --- |
| SSDI/SSI Application Taker | Expert |
| Microsoft Office Excel | Beginner |
| Microsoft Office | Intermediate |
| Legal Research | Expert |
| Consecutive Interpreter | Expert |
| SSA questionnaire specialist | Expert |

LANGUAGES

|  |  |
| --- | --- |
| Spanish | Fluent |

CAREER HIGHLIGHTS

Application specialist with 5 years expertise in taking Social Security Disability, Supplemental Security Income (SSI) applications for claimants with TBI, illiteracy and Spanish speaking claimants.

INTERESTS

Helping others

REFERENCES

RUTH CARTER

SOCIAL SECURITY ATTORNEY, Carter & Carter Law Firm

712-274-6645

Professional