

BRIANNA HOBSON

CAREER OBJECTIVE

Versatile and adaptable assistant with impeccable attention to detail, organization, time management, and communication skills. A creative mind with a critical thinking perspective to increase productivity and complete projects while maintaining discretion and/or following specified procedures.

EXPERIENCE

QUALITY ASSURANCE SPECIALIST

Veteran Benefits Guide, Chula Vista, CA / Jan 2020- Nov 2021

- Interpret medical exam results, compare them to established regulations from Veterans Administration, and file accordingly.
- Review data from patient medical records to ensure accuracy and regulatory compliance while maintaining HIPAA.
- Process, prepare, and submit business or government forms, such as submitting applications for disability compensation and resources.

DBQ UNDERWRITER

Veteran Benefits Guide, Chula Vista, CA / Sep 2019 – Jan 2020

- Write documents to submit for disability compensation using the degree of severity from numerous sources, i.e. medical records and medical appointment documentation.
- Evaluate possibility of approval or denial based on forms and records from client coinciding with regulations from VA.
- Determine desirability of claims submitted to VA in order to develop more positive results via checking protocols and regulations.

CASE MANAGER

Veteran Benefits Guide, Chula Vista, CA / Aug 2018 – Sep 2019

- Interview patients or their representatives to identify potential medical claims for disability compensation through the VA post military service.
- Collaborate with other professionals to evaluate patients' medical or physical condition and to assess client needs.
- Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated

VETERANS SERVICES CLERK

Aug 2017 - Jul 2018

- Assist Student veterans with utilizing education benefits.
- Process student files to the certifying official.
- Online Data Entry Utilizing MS Office daily.
- File organization over 800 files.

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📍 Tuscaloosa, AL

EDUCATION

SOUTHWESTERN COLLEGE

2017-2018 ; 2021-2021 - Associates

UNIVERSITY OF ALABAMA

2023 English Major ; anticipated graduation in 2025

ADDITIONAL SKILLS

Digital File Management

Organized

MS Office

Administrative Assistance

Customer service

File management

Attention to detail

Fast learner

Time Management

Leadership

Supervisor

Creative

CERTIFICATIONS

HIPAA

Document Specialist

U.S. Navy Jan 2013 - Jan 2017

- Handled over 5,000 secret and classified training documents and tools with zero mishaps or loss
- handled secret packages and document transfer for local and international commands
- Identify and classify documents or other electronic content according to characteristics such as security level, function, and metadata.

REFERENCES

References available upon request