
Bail Agent Resume

Job Objective

Seeking to obtain a Bail Agent position with an organization where I can utilize my skills and be an asset to the employer.

Work Experience:

Bail Agent, May 2004 – Present
Jailbusters Bonding, Madison, FL

- Provided prompt, professional and non-judgmental customer service to general public.
- Informed all clients regarding transaction in a professional manner.
- Maintained professional appearance and adhered to Bail Bonds dress code while working with customer, vendor, court, jail, or co-worker.
- Provided positive feedback for proficient coworkers in a kind and courteous manner to the team.
- Performed agency check-ins with outstanding customer service, urgency and diligence.

Bail Agent, March 2002– April 2004
Bad Boys Bail Bonds, Madison, FL

- Performed postings and inter-office services promptly and diligently.
 - Processed Tele-Sales with co-signer of bail bonds.
 - Attended phones and made contact with co-signer of bonds.
 - Administered bond paper work with co-signer.
 - Traveled to jails and/or courthouse to post bonds.
 - Worked on other projects assigned by senior management.
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Summary of Qualifications:

- Sound knowledge of Bail Bonds
 - Admirable experience in processing financial paperwork
 - Outstanding ability to provide support as needed without hesitation or complaint
 - Ability to escalate problems effectively towards resolution
 - Flexibility to work on non-standard hours as needed to attend urgent needs
 - Ability to take initiative and work with minimum supervision
 - Strong interpersonal skills, especially telephone demeanor
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Education:

Associate Degree in Paralegal Studies, Norwalk Community College, Norwalk, CT

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