
Bank Collection Officer Resume

Job Objective

To maximize my skills and training as a Bank Collection Officer in well organized organization to help the organization reach its objectives.

Highlights of Qualifications:

- Huge knowledge of collections and credit
 - In-depth knowledge of laws impacting collection activities
 - Deep knowledge of bankruptcy, litigation, foreclosure of personal and real property
 - Wide knowledge of bank policies and procedures, compliance regulations
 - Good understanding of underwriting criteria and guidelines
 - Ability to manage with multiple technological platforms
 - Ability to calculate figures, and perform spreadsheet analysis.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form
 - Excellent computer and negotiating skills
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Professional Experience:

Bank Collection Officer
First National Bank, Asheboro, NC
August 2005 – Present Managed rehabilitation of delinquent.
Evaluated and suggested enhancements to improve current work flow.
Authorized to analyze individual performance. Bank Collection Officer
City National Bank, Asheboro, NC
May 2000 – July 2005 Followed up on delinquent customers.
Managed Collection Reports and handled calls.
Drafted confirmation letters for employers.
Handled sending standard letters un-contactable customers.
Formulated progress report and analyzed collection MIS.

Education:

Bachelor's Degree in Finance
Boston University, Boston, MA

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