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## Bankruptcy Specialist Resume

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### Job Objective

Seeking position as a Bankruptcy Specialist in which my abilities as a specialist can be utilized to the fullest.

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### Highlights of Qualifications:

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- Remarkable experience in collections, bankruptcy and banking operations
  - Huge knowledge of State and Federal laws
  - Wide knowledge of collections, bankruptcy, and banking
  - Proficiency with MS Word and Excel
  - Outstanding ability to maintain punctuality
  - Amazing ability to manage stressful situations
  - Superior communication skills
  - Excellent analytical and assessment skills
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### Professional Experience:

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Bankruptcy Specialist  
RBC Centura, Kirkland, WA  
May 2006 – Present

- Evaluated new accounts into Bankruptcy status.
- Coordinated with debtors and handled incoming calls.
- Managed voluntary surrender requests.
- Formulated File Maintenance requests.
- Maintained Proof of Claim forms and Reaffirmation agreements.

Bankruptcy Specialist  
Richardson, Kirkland, WA  
March 2003 – April 2006

- Managed coding of accounts impacted by bankruptcy filing.
  - Formulated proof of claims and reviewed Bankruptcy plans.
  - Handled legal action with attorney network.
  - Aided bankruptcy-related inquiries.
  - Coordinated as back-up to Collections Specialists.
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### Education:

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High School Diploma  
St. David High School, Saint David, AZ

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