
Client Representative Resume

Job Objective

To obtain a Client Representative position with established firm in which to utilize my experience and past training in this field.

Highlights of Qualifications:

- Ability to provide quality day-to-day service on client deliverables
 - Ability to solve problems regarding client account issues
 - Ability to produce client proposals and presentations.
 - Ability to research and resolve all client service issues and inquiries
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Professional Experience:

Client Representative

Novus Staffing Solutions, Plainfield NJ

November 2006 – Present

- Formulated underwriting specifications and aided in outlining client proposals.
- Advanced account income forecasts and finances.
- Coordinated on a regular basis with clients and underwriters and evaluated policies and administered changes from underwriters.
- Extended assistance with coverage questions and program adjustments and even coached the activities of Insurance Assistants or client representatives.
- Maintained certificate and auto ID process.

Client Representative

Citizens Financial Group, Plainfield NJ

February 2001 – October 2006

- Extracted data from clients to place accounts for repossession and extended account data to field representatives.
 - Managed condition report and personal property inventory form as needed to the clients and even extended personal property notice to requisite parties.
 - Informed about the status of accounts to clients and managed account consignments.
 - Coordinated with clients about the costs and charges and even reviewed company expenditures.
 - Carried on audits in compliance with requirements.
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Education:

Bachelor's Degree In Information Technology

Howard Payne University, Brownwood, TX

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