
Collection Officer Resume

Job Objective

In search of a position as a Collection Officer with an established facility looking for quality minded employees who can help enhance the organization and contribute to its growth.

Highlights of Qualifications:

- Working experience in a bank
 - Solid knowledge of real estate and collection department
 - Exceptional knowledge of effective collection techniques
 - Very good analytical and communication skills
 - Ability to negotiate and settle overdue to bank
 - Ability to establish and maintain working relationship with clients
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Professional Experience:

Collection Officer

City National Bank, Oakland, SC

August 2005 – Present Monitored and minimized delinquent accounts.

Ensured all payments and credit clearances are made on time.

Reviewed current work flow to recommend necessary changes.

Implemented various methods to optimize operational efficiency.

Created professional and friendly environment to ensure efficient service to customers.

Carried out write off activities for eligible cases and conducted researches to locate absconded Debtors. Collection Officer

CoVantage Credit Union, Oakland, SC

May 2000 – July 2005 Oriented students regarding education loans and re-payment procedures.

Supervised clerical procedures and activities of the loan section.

Examined delinquent accounts for reviews.

Contacted delinquent account holders for persuading to close the loan accounts.

Supervises the clerical section of the student loan office.

Initiated legal action against delinquent loan accounts.

Education:

Bachelor's Degree in Accounting

East Stroudsburg University, East Stroudsburg, PA

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