
Collection Specialist Resume

Job Objective

Looking for work with your company as a Collection Specialist in the field to help further the company as well as my own experience

Highlights of Qualifications:

- Highly experienced as Collections Specialist
 - Huge knowledge of SAP
 - Deep knowledge of methods of accounts receivable collection.
 - Amazing ability to manage conflicts and use pivot tables
 - Outstanding ability to manage independently and in a team
 - Superior communication skills
 - Excellent interpersonal skills
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Professional Experience:

Collection Specialist
ProQuest LLC, Smyrna, GA
May 2006 – Present

- Coordinated with all customers.
- Maintained customer files and handled customer inquiries.
- Outlined internal problems and coordinated with other departments.
- Aided Cash Office in researching problems.
- Evaluated monthly statements and documented collection activity.

Collection Specialist
Caprio, Smyrna, GA
March 2003 – April 2006

- Established cash collections plan.
 - Coordinated with Account Managers.
 - Handled billing issues and formulated credit memos.
 - Bargained on payment terms with customers.
 - Outlined scheduled collection status presentations.
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Education:

Bachelor's Degree in Business Administration
Fort Lewis College, Durango, CO

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