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## Collection Specialist Resume

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### 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

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### Highlights of Qualifications:

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- 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:

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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:

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

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