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## Collections Representative Resume

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### Job Objective

Searching for the opportunity to work as a Collections Representative with growing company in which my abilities will be an asset to company.

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### Highlights of Qualifications:

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- Remarkable collection experience
  - Familiarity with bookkeeping, collections, accounts receivable, and general accounting
  - Ability to overcome our borrower's obstacles
  - Ability to read, analyze, and interpret financial documents, legal documents
  - Ability to respond to common inquiries and complaints from clients
  - Ability to collect payments via the phone
  - Ability to initiate telephone inquiries using standard scripts and procedures
  - Excellent mathematical skills
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### Professional Experience:

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Collections Representative  
Superior Group Inc., Albany NY  
November 2006 – Present

- Scrutinized overdue account balances and followed up with it and evaluated underpaid claims.
- Corresponded payment information adjustments to the supervisor and even handled customer queries with regard to account status.
- Managed collection practices for delinquent accounts.
- Analyzed customer's accounts and managed documentation as well as solved discrepancies and formulated refunds.
- Coordinated with the collection agency and maintained updated billing system.
- Handled payments and coordinated with the department supervisor and collections representative.

Collections Representative  
States Recovery Systems, Inc., Albany NY  
February 2001 – October 2006

- Handled telephone calls to customers for managing payment arrangements for due accounts.
  - Extended customer service and coordinated with store personnel as well as conducted apt follow-ups.
  - Formulated account notes and carried out skip tracing on delinquent accounts.
  - Handled protection of company accounts receivable.
  - Executed duties assigned by the coordinator.
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### Education:

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Bachelor's Degree In Accounting  
South Georgia College, Douglas, GA

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