

---

## Credit Administrator Resume

---

### Job Objective

Looking for work as a Credit Administrator in order to exercise my experience in the industry for your organization.

---

### Highlights of Qualifications:

---

- Strong understanding of credit processes and systematic controls
  - Familiarity with credit processes, lending policies and current financial environments
  - Wide knowledge of examination techniques, control procedures, examination principles and theory
  - Ability to initiate credit and debit memos for returns, allowances, and deductions
  - Ability to monitor customer's credit controlled and release orders
  - Ability to prepare loan lines, credit memos and credit grading sheets
- 

### Professional Experience:

---

Credit Administrator, November 2007 – Present  
Macquarie Group Limited, Beaumont, TX

- Administered the collections in accordance to the Federal and State law such as the fair credit and bankruptcy claims.
- Prepared monthly statements for some of the customers and assisted with the audit of the annual account receivables.
- Maintained corporate policies in the customer credit and collection.
- Prepared the weekly cash receipts, credit card and bank usage reports.
- Monitored the credit card holds on the customer orders such as releasing and placing hold orders.
- Facilitated the W-9 and credit reference inquiries.

Credit Administrator, December 2001 – October 2007  
Fox Valley Savings Bank, Beaumont, TX

- Administered the credit information and maintained a back up of the system.
  - Maintained records of the everyday cash receipts.
  - Regulated the daily reports.
  - Updated the account receivables of the organization.
- 

### Education:

---

Bachelor's Degree in Finance, American Jewish University, Bel Air, CA

[Build your Resume Now](#)