
Credit Clerk Resume

Job Objective

To obtain a Credit Clerk position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Credit Clerk, May 2004 – Present
Robert Half International Inc., Sarasota, FL

- Processed new customer applications, including entry into concrete software.
- Maintain Master Client files and prepared notices of furnishing and certified mailings.
- Handled customer inquiries regarding balances, payments, lien waivers, credit references, etc.
- Communicated with outside Credit agency, bonding agents, and other parties.
- Processed credit applications for approval, sorted and prepared daily deposits.
- Calculated and computed customer's remittance information into the accounts receivable system.

Credit Clerk, March 2002 – April 2004
Agar Supply Co Inc., Sarasota, FL

- Prepared and sent out new account inquiries.
 - Provided general support to collections staff members.
 - Forecasted and conducted credit investigations on prospective accounts.
 - Prepared and printed cash receipts, reports and journals.
 - Budgeted and calculated accounts and submitted for managers' approval.
 - Assisted in credit functions and cross train duties of other departments.
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Summary of Qualifications:

- Ability to ensure quality control inspection measures
 - In -Dept knowledge of Command Series (Alkon)
 - Familiar with Word, Excel and database software
 - Ability to make sound judgments and have expedited critical thinking
 - Excellent oral and written communication skills
 - Ability to handle multiple tasks and work in a team environment
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Education:

Associate Degree in Finance, Houston Community College, Houston, TX

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