
Credit Coordinator Resume

Job Objective

Highly-motivated Credit Coordinator seeking position with company in which to put my experience to good use.

Highlights of Qualifications:

- Hands-on experience in performing credit collection, coordination, and documentation activities
 - Profound knowledge of general accounting, Accounts Receivable, and reconciliation procedures
 - Outstanding knowledge of commercial credit policies and requirements
 - Proficient in Microsoft Office Suite, SAP, and JD Edwards system
 - Ability to protect and maintain confidential information, efficiently
 - Ability to create and maintain customer profiles for the company
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Professional Experience:

Credit Coordinator
Viking Group, Lubbock, TX
August 2012 – Present

Responsibilities:

- Received and responded to phone queries and requests related to credit transactions.
- Directed and coordinated account-specific credit collection activities.
- Managed and reconciled various check deposits and cash applications.
- Handled, researched, and resolved all customers' credit issues.
- Developed, updated, and maintained all assigned customer profiles, properly.
- Prepared and maintained accurate and complete records and documents.

Credit Coordinator
The Toro Company, Lubbock, TX
May 2009 – July 2012

Responsibilities:

- Handled and answered credit related query calls, in a professional manner.
 - Coordinated and executed credit-based transactions and adjustments.
 - Created and maintained complete and accurate credit-related files and correspondence.
 - Set up, tracked, and maintained all assigned client accounts, efficiently.
 - Obtained and delivered all requested invoice copies, in a timely manner.
 - Used and maintained business systems such as SAP and JD Edwards.
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Education:

Master's Degree in Accounting
North Central Texas College, Gainesville, TX

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