
Credit Supervisor Resume

Job Objective

Seeking position as Credit Supervisor with reputable company in which my skills and knowledge can help further the development of the company.

Highlights of Qualifications:

- Huge experience in high volume Business to Business and Commercial Credit
 - Exceptional knowledge of recoveries management and collection procedures and financial statement analysis
 - In-depth knowledge of aging reports, skip tracing, credit analysis, charge-backs and bankruptcy
 - Ability to lead and manage large, complex financial and business projects
 - In-depth knowledge of accounting principles
 - Proficient in Microsoft Office, Oracle and DnBI
 - Superior decision making, numeric and analytical skills
 - Strong interpersonal, team building and customer relations skills
 - Excellent communication skills
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Professional Experience:

Credit Supervisor, August 2005 to till date
Jack Henry & Associates, Corinth, MS

- Supervised, trained and mentored Credit Department personnel.
- Managed and encouraged staff to reduce due receivables.
- Assisted staff with reconciliation of disputes that prevent clients from paying their invoices in a timely manner.
- Evaluated credit worthiness of customers utilizing various credit reports and established credit limits.
- Prepared reports and tracked bad debt activity and disbursements.

Credit Supervisor, June 2002 to July 2005
Walt Disney, Corinth, MS

- Developed, created and analyzed reports to communicate with customers and to update staff and management of collection progress.
 - Reviewed staff performance regularly and compared to department goals.
 - Identified areas that need to improve and coached staff members on how to improve their results.
 - Released orders related to daily credit exceptions.
 - Supervised risk analysis, and assessed credit history.
 - Participated in special projects that are critical to the department.
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Education:

Bachelor's Degree in Finance, Morehead State University, Morehead, KY

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