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## Debt Advisor Resume

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### Job Objective

Looking for work as a Debt Advisor with an organization today in order to practice my skills and experience in the industry.

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### Highlights of Qualifications:

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- Remarkable experience with investment sales and portfolio management
  - Extensive knowledge about financial issues like debit, credit, balance sheet and auditing
  - Deep understanding of conformity regulations of investment products
  - Excellent customer service and administration skills
  - Ability to use own initiative to achieve outcomes
  - Ability to work independently and in a team environment
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### Professional Experience:

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Debt Advisor, August 2005 – Present  
BB&T, Wasilla, AK

- Performed interviews of clients to assess their financial situation.
- Explained the financial information to clients.
- Negotiated on behalf of clients, arranged a new payment schedule for a debt.
- Helped the clients plan and manage their budgets.
- Referred the clients to other sources of help, housing advisers and welfare rights advisers.
- Maintained the records and information systems.
- Stayed up to date with financial legislation.

Debt Advisor, May 2000 – July 2005  
First Command Financial Services, Inc, Wasilla, AK

- Provided the telephone based budget advice to clients.
  - Negotiated the payment arrangements with creditors on behalf of clients.
  - Managed a portfolio of clients ensuring standards.
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### Education:

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Bachelor's Degree in Finance, Herzing University, Madison, WI

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