
Debt Collector Resume

Job Objective

In search of Debt Collector position where I can utilize my extensive skills and experience.

Highlights of Qualifications:

- Strong experience in collection of debt for high volume businesses
 - Sound knowledge of leasing and financial processes
 - Profound knowledge of Fair Debt Collection Practices Act(FDCPA)
 - Exceptional ability to achieve all monthly and quarterly objectives
 - Remarkable ability to maintain confidentiality of information
 - Excellent oral and written communication
 - Outstanding skills to schedule activities within timeframe
 - Proficient with commonly used collection practices and procedures
 - Familiarity with DRS policies and procedures
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Professional Experience:

Debt Collector
Dynamic Recovery Solutions, Okla City, OK
August 2007 – Present

Responsibilities:

- Investigated all payment arrears for various debt portfolios.
- Managed communication with all debtors through telephone.
- Administered various debtor processes for all collection activities.
- Monitored collection of debt and in some cases terminated records.
- Maintained record of all activities and assisted in litigation process.
- Evaluated foreclosure clauses and if required referred to a collection agency.
- Assisted to resolve all complaints from members.
- Coordinated with customers to help reduce bad debt.

Debt Collector
Asset Recovery Solutions, LLC, Okla City, OK
May 2004 – July 2007

Responsibilities:

- Coordinated with customers over phone as per banking guidelines.
 - Monitored member movements and performed internet research.
 - Developed strategies to achieve all debt collection activities.
 - Documented all member contact details in collection system.
 - Ensured optimal level of customer service for collection processes.
 - Administered delinquent loan accounts and placed outbound calls.
 - Assisted customers to select appropriate payment method.
 - Ensured compliance all to state and local collection procedures.
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Education:

Associate Degree in Communication
River Parishes Community College, Sorrento, LA

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