
Field Representative Resume

Job Objective

To obtain a Field Representative position with established firm in which to utilize my experience and past training in this field.

Highlights of Qualifications:

- Extensive experience in customer service and collections areas
 - Solid understanding of NCO policies, Fair Debt Collection Practices Act and Health Insurance Portability and Accountability Act
 - Proficient in Microsoft Office applications and immense ability to multi-task and organize work
 - Ability to nurture cooperative working relationships and efficiently maintain level of confidentiality
 - Ability to work in a team and even handle flexible work hours
 - Ability to manage expenses within budget and maintaining accurate records
 - Proven track record to prospect, qualify and close
 - Superior interpersonal skills as well as written and oral communication skills
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Professional Experience:

Field Representative

Masco Retail Sales Support Inc., Corvallis OR

November 2006 – Present

- Screened patients and patient representatives to review potential suitability for Third Party Resources.
- Managed delivery of patients' documents to the appropriate agency or NCO site.
- Smoothed the application process and extended knowledge about applicable programs.
- Analyzed eligibility for health care coverage as well as updated systems with the patient information.
- Managed appointments and field assignments and updated management on the feedback.
- Suggested improved procedures for implementation.

Field Representative

Estate Homes and Land, Inc., Corvallis OR

February 2001 – October 2006

- Executed floor plan audits and maintained floor planned inventory.
 - Handled inventory reconciliation and updated customers with the audit results.
 - Scrutinized vehicles at lease maturity and handled appointment time and inspection location with lessees.
 - Handled vehicle inspections with AutoVin procedures.
 - Coordinated in inspection of regular rental vehicles.
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Education:

Bachelor's Degree In Sales

Wiley College, Marshall, TX

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