
Legal Collector Resume

Job Objective

A highly competent Legal Collector seeking a job within your company where I can put in maximum efforts and contribute to the development of the company.

Highlights of Qualifications:

- Exceptional experience in providing legal assistance in collections from customers
 - Sound knowledge of third party collection activities
 - Remarkable knowledge of FDCPA and state regulations
 - Profound ability to maintain confidentiality of information
 - Outstanding ability to monitor special projects efficiently
 - Ability to manage collection software and internet
 - Great communication skills in both forms
 - Ability to work under pressure
 - Ability to make outbound calls for customers
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Professional Experience:

Legal Collector
Portfolio Recovery Associates, Inc, Crescent City, CA
August 2007 – Present

Responsibilities:

- Developed all professional correspondence for customers.
- Administered multiple skip tracing system for customer information.
- Ensured compliance to financial information and credit reports.
- Monitored financial information and credit reports for delinquent accounts.
- Performed negotiation for all settlement offers as per company guidelines.
- Assisted in research for all legal accounts for customer assets.
- Monitored inbound and outbound calls for debtors.
- Coordinated with customers to resolve all collection issues.

Legal Collector
Spherion Staffing Services, Crescent City, CA
May 2004 – July 2007

Responsibilities:

- Coordinated with customers for due credit card accounts.
 - Performed research for all consumer information.
 - Assisted in negotiation for all delinquent bills accounts.
 - Ensured compliance to state regulations and FDCPA.
 - Utilized online skip tracing system to research for all customer accounts.
 - Determined effective payment plan for negotiated accounts.
 - Maintained regular follow up on debt accounts on regular basis.
 - Performed negotiation on various different channels.
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Education:

Associate Degree in Business
Shelton State Community College, Tuscaloosa, AL

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