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# LIQUIDATOR RESUME

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## Summary:

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A top-caliber professional with years of experience in liquidation; has a vast experience as liquidator for individuals and for corporations facing insolvency; ability to interact with various professionals and creditors; has excellent communication skills both in oral and writing; profound organizational skills; distinguished as an exemplary leader and a team player for the improvement and development of various business processes

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## Professional Experience:

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Liquidator January 2007 – present  
Bank of America, Albany, NY

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## Responsibilities:

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Appointed as an officer for liquidation processes.  
Collected all assets if the company and settled all claims against the company before dissolution.  
Approved and arranged with creditors to settle payments.  
Conveyed on legal and on the business of the company as necessary.  
Compelled to make returns and accounts of the company.

Commercial Director May 2004– January 2007  
Exxon Mobil, Billings, MT

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## Education:

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Masters Degree in Business Management, Stanford University, CA 1999  
Bachelor of Science in Business Administration Major in Finance, Stanford University, CA, 1994

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## Skills:

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- Driven and Determined
  - Good communication skills, both written and verbal
  - A creative approach to new campaigns
  - Strong organizational skills
  - Commercial awareness, for pricing and analyzing data
  - A high standard of computer literacy
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## Awards and Honors:

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Dean's Lister, Stanford University, 1994

Senior Member, MBA Association, 1999

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