
Recovery Specialist Resume

Job Objective

Recovery Specialist seeking employment with the right company in order to use my experience and skills to better the company.

Highlights of Qualifications:

- Hands on experience in managing data center for large on site and off site environment
 - Huge knowledge of Microsoft Directory System Services
 - Sound knowledge of preparing reports and memos
 - Remarkable ability to present information to a small group effectively
 - Exceptional ability to perform basic math in process and prepare charts
 - Amazing communication skills in both oral and written forms
 - Skilled to work in a flexible schedule
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Professional Experience:

Recovery Specialist
RCS Recovery Services, LLC, Blum, TX
May 2006 – Present

- Analyzed loan history and managed information on all borrowers and determined a strategy according to guidelines.
- Monitored account issues and resolved it effectively.
- Assisted in drafting a borrower plans for borrowers.
- Managed service systems and updated it as required.
- Planned all communication with borrowers.
- Ensured compliance to all state and federal regulations.

Recovery Specialist
RMS, Blum, TX
March 2003 – April 2006

- Performed all activities for business card accounts and managed all telephone calls.
 - Assisted commercial bankcard clients and provided services as required.
 - Ensured compliance to all state collection laws and client work.
 - Performed all negotiations on repayments and balanced accounts.
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Education:

High School Diploma
Mary Persons High School, Forsyth, GA

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