
Repossession Agent Resume

Job Objective

To obtain a Repossession Agent position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Repossession Agent, May 2004 – Present
United Auto Recovery, Dunedin, FL

- Verified information provided by the client.
- Investigated all leads by checking addresses and contacts.
- Provided timely updates to clients according to policies and guidelines.
- Contacted with debtor or references to demand and recover collateral.
- Minimized risk through proper operation of equipment and reduced liability by obeying all pertinent laws and company policies.
- Provided timely and accurate condition reports for repossessed collateral.

Repossession Agent, March 2002– April 2004
Aerotek Professional Services, Dunedin, FL

- Performed data entry and organized documents to appropriate accounts to ensure up-to-date and accurate information.
 - Interfaced with team members, management and clients in reference to customer service issues.
 - Reviewed client reports on a weekly basis to ensure data integrity; and prepared and submitted report to management.
 - Reviewed and recommended modifications to procedures and workflow as necessary to ensure efficient and effective processing of transactions.
 - Monitored daily transactions to ensure policy and procedures were in accordance with service level agreement.
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Summary of Qualifications:

- Strong Knowledge to minimize liability by obeying all pertinent laws and company policies
 - Exceptional knowledge to provide timely updates to clients according to policies and guidelines
 - Amazing ability to maintain effective communication between Collections and Remarketing departments
 - Remarkable ability to Verify information provided by the client and to Investigate all leads by checking addresses
 - Strong ability to provide timely updates to clients according to policies and guidelines
 - Ability to work for long and odd hours
 - Ability to handle stress and multiple priorities
 - Exceptional interpersonal and analytical skills
 - Excellent oral and written communication skills
 - Ability to make contact with debtor and references to demand collateral
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Education:

Bachelor's Degree in Medical Billing, Michigan State University, Michigan, MI

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