

Robert Smith

Bail Bondsman

PERSONAL STATEMENT

Highly motivated and versatile professional possessing exceptional communication skills with experience in law and enforcement. Possesses well developed interpersonal skills; easily able to establish and maintain excellent rapport with clients

WORK EXPERIENCE

Bail Bondsman

ABC Corporation - November 2007 - July 2012

Responsibilities:

- Arranged for the release of the arrested suspect on bail.
- Worked closely with families exploring various options and completing necessary documentation to secure bail.
- Handled inbound calls.
- Helped them complete bail applications, made payments, and executed bail.
- Maintained accurate records and execute bail bonds.
- Recorded all liens on the collateral.
- Arranged payment of fees and responsible for collections and tracking individuals by contacting friends and family etc.

Bail Bondsman

Delta Corporation - 2005 - 2007

Responsibilities:

- Apprehend runners and skips.Maintained Files on Offenders.
- Organized and prepared for Court Dates.
- Collected and deposited funds into different accounts.
- Communicated with the courthouse.
- Responsible for interviewing clients, arranging bail, and surety recovery.
- Drafted bond forms and handled business with the Judge.
- \${job_description27}

Education

BA in Business Management/ Human Resources - 1994(Clark Atlanta University - Atlanta, GA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Knowledge of Microsoft Office, and Quickbooks application.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)