



AMELIA MOORE

Entry-Level Collector

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Microsoft Office



Follow-up Skills



Data Entry Skills



Bilingual Communication



Attention To Detail



Adaptability



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Arabic



Spanish

🌟 ACHIEVEMENTS

🌟 Achieved a 20% increase in collections on delinquent accounts within 6 months.

🌟 Successfully negotiated payment plans for 30+ clients, improving recovery rates.

👤 PROFESSIONAL SUMMARY

Enthusiastic Entry-Level Collector with 2 years of experience in managing overdue accounts and facilitating payment solutions. Adept at adhering to legal regulations while effectively communicating with clients. Skilled in enhancing recovery outcomes and maintaining positive relationships, contributing to improved financial results for the organization.

💼 WORK EXPERIENCE

Entry-Level Collector

📅 May / 2024-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Managed collection efforts for past-due medical accounts, negotiating payment arrangements based on clients' financial capabilities.
2. Collaborated with attorneys and insurance companies to settle accident accounts effectively.
3. Ensured accurate data entry and processing of payments, maintaining meticulous records.
4. Updated and maintained customer information, ensuring compliance with privacy regulations.
5. Initiated contact with customers regarding delinquent accounts through phone and mail, fostering communication.
6. Utilized accounting software for tracking and analyzing account statuses efficiently.
7. Adhered to company policies and legal regulations in all collection practices, ensuring ethical standards.

Collector

📅 May / 2023-May / 2024

Cactus Creek Solutions

📍 Phoenix, AZ

1. Processed payments for overdue mortgage accounts, ensuring timely collection.
2. Maintained comprehensive account coverage, monitoring all assigned accounts throughout the month.
3. Handled payment transfers and check-by-phone requests with accuracy.
4. Assisted in initiating repossession workflows, collaborating with specialists for review.
5. Executed legal procedures promptly when necessary, ensuring compliance with regulations.
6. Supported team efforts by covering collection assignments during staff absences as directed.

🎓 EDUCATION

Associate of Science in Business

📅 May / 2022-May / 2023

Springfield Community College

📍 Portland, OR

Focused on business principles and practices, enhancing skills in finance and customer relations.