

SOPHIA BROWN

Credit Card Processor

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

PROFESSIONAL SUMMARY

Detail-oriented Credit Card Processor with 7 years of experience in managing transactions, resolving disputes, and ensuring compliance. Proven ability to enhance customer satisfaction and streamline payment processes.

🔛 WORK EXPERIENCE

Credit Card Processor

Dec/2019-Ongoing

耳 Denver, CO

- 1. Managed credit card transactions, ensuring accuracy and compliance with industry standards.
- 2. Resolved customer disputes related to credit card charges, enhancing customer satisfaction.
- 3. Maintained up-to-date records of credit card accounts and aging reports.
- 4. Collaborated with customer service teams to address billing inquiries and issues.
- 5. Reviewed and processed past-due accounts, establishing payment plans as needed.
- 6. Conducted regular audits of credit card transactions to identify
- 7. Trained new staff on credit card processing procedures and compliance regulations.

Credit Card Processor

■ Denver CO

- 1. Applied accounting principles to ensure accurate financial reporting and compliance.
- 2. Processed payroll functions, maintaining timekeeping information
- 3. Managed cash flow by collecting and depositing funds accurately.
- 4. Organized vendor payments and maintained records of transactions.
- 5. Provided exceptional customer service, addressing inquiries and setting appointments.

SKILLS Data Analysis **Customer Relations** Transaction Processing ____ Dispute Resolution ___________ Payment Compliance















LANGUAGES









Arabic 80%

80%

EDUCATION

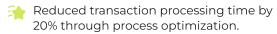
Bachelor of Science in Finance

m Dec / 2015-Dec / 2017

耳 Seattle, WA

Studied financial management, accounting principles, and credit analysis.

ACHIEVEMENTS



Achieved a 95% customer satisfaction rate by resolving disputes efficiently.