Robert Smith

Credit Card Processor

CONTACT DETAILS

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PERSONAL STATEMENT

Seeks to obtain employment that utilizes skills and knowledge and contributes to the growth of your organization. Customer-focused and strong communicator with the ability to effectively interact with others. Quick learner with management potential.

WORK EXPERIENCE

Credit Card Processor

ABC Corporation - January 2006 – April 2010

Responsibilities:

- Prepared daily reports regarding guest open balances and bill guests for balances due.
- Research guest disputes and inquiries regarding their credit card charges.
- Maintained the hotels aging report current for both guest ledger and credit card accounts.
- Assisted as Customer Service/Advance Deposit/Group Billing when needed.
- Check Accounting Logs for group payments and vendors; post payments.
- Reviewed past-due accounts and contact guests to establish a payment plan.
- Performed payroll functions, such as maintaining timekeeping information and processing and submitting payroll.

Credit Card Processor

Delta Corporation - 2004 – 2006

Responsibilities:

- Gained a lot of experience in applying accounting principles in the real world Assisted in company becoming Sarbanes-Oxley (SOX) .
- Perform payroll functions, such as maintaining timekeeping information and processing and submitting payroll.
- Complete forms in accordance with company procedures.
- Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, .
- Issue leads to the companies vendors out of state, organizing the phone numbers with the lead types into Excel.
- Customer service, setting appointments, Microsoft computers, telephone etiquette, sells.
- Sort and open credit card mail Input credit card payments Transfer files to Federal Reserve Scan files.

SKILLS

Excel, Military, Customer Service.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Diploma - 1997(Central Michigan University - Mount Pleasant, MI)

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