Credit Card Processor

ROBERT SMITH

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Objective

Seeks to secure a career with a company that offers the opportunity for advancement in recognition of performance. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers.

Skills

Sales, Accounting, Microsoft Office, Oracle, Training & Development, Multi-Tasking.

Work Experience

Credit Card Processor

ABC Corporation - June 2013 – January 2014

- Analyzed credit data and financial statements to determine the degree of risk involved in extending credit or lending money.
- Consulted with customers.
- Received calls from business merchants to settle transactions and resolve disputes regarding payment.
- Provided a wide array of knowledge and experience that works well in helping others in accomplishing the goals of the department.
- Created all-new national merchant accounts as well as maintaining existing national accounts.
- Maintenance on these accounts requires strong analytical skills as well as attention to detail.
- Sorted and opened credit card mail Input credit card payments.

Credit Card Processor

Delta Corporation - 2011 – 2013

- Analyzed credit data and financial statements to determine the degree of risk involved in extending credit or lending money Consulted with customers .
- Received calls from business merchants to settle transactions and resolve disputes regarding payment.
- Responsibilities include resolving any escalation problems and help my co-.
- Provide a wide array of knowledge and experience that works well in helping others in accomplishing the goals of the department.
- Account Creation Specialist Primary responsibility is to create all new national merchant accounts as well as maintaining existing national accounts .
- Maintenance on these accounts requires strong analytical skills as well as attention to detail.
- Updates job knowledge by participating in educational opportunities; reading professional publications.

Education

Diploma in Medical Billing & Coding Specialist - February 2011(Florida Technical College - Orlando, FL)

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