

Robert Smith

Collections Analyst II

PERSONAL STATEMENT

Seeking a Credit & Collections position with a progressive company where I am able to utilize my finance (Accounts Receivable) and customer service skills to contribute to the profitability of the company while maintaining good customer relations.

WORK EXPERIENCE

Collections Analyst II

Rubicon Project - March 2014 - September 2015

Responsibilities:

- Responsible for account collections, reconciliations, and credit reviews which included monitoring the company's outstanding invoices and taking action to reduce bad debt.
- Conducted credit reviews for new and existing customers. Included processing credit applications by obtaining credit agency reports, bank/trade references and any other available tools in order to determine creditworthiness (internet, financial statements, etc.).
- Prepare formal written credit reviews and recommendations in order to escalate for the required approval.
- Open new accounts including system set up in oracle. Update system of any client name, address and credit limit changes. Update and maintenance credit files on a regular basis.
- Identify customers that are potentially at risk and initiate credit reviews in order to determine if the credit limit and/or terms should be modified.
- Monitor accounts that are past due by regularly reviewing the collections queue, aging and other reports. Analyze and interpret accounts receivable and credit/collections data.
- Monitor payment habits and recommend payment terms and/or credit limits changes in order to minimize bad debt. Prepare write offs for final approval, and manage collection agency placements.

Credit And Collections Analyst

Tesoro Refinery & Marketing Inc - July 2012 - December 2013

Responsibilities:

- Managed assigned a/r retail portfolio including all collections activities, disputes resolutions, and settlement agreements.
- Interfaced and coordinated with various teams including sales to acquire customer financial and other credit related information to assess risk in managing existing and new customers.
- Coordinated with accounting departments to ensure proper billing identification codes, changes in address, terms, and method of payments were maintained.
- Recommended process improvements to management at weekly staff meetings.
- Manage miscellaneous request such as invoice revisions, offsets, account statements, audit request, trade references, and nacm credit

CONTACT DETAILS

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SKILLS

Oracle, SAP, AS400,
FuelQuest, And
Salesforce

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

request, etc. Manage overpayments and request refunds when necessary.

- Work closely with sales to resolve any billing or contract related discrepancies that may impact the accounts receivable.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Associate's in Accounting - 2014 to Present(West Los Angeles College)