

Credit Manager

ROBERT SMITH

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Objective

Seeking a position as an Administrative Assistant in a fast-paced organization that allows me to utilize my organizational, office and computer skills. I am seeking opportunities to expand my skills while contributing to the success of the business as a whole. As an employee, you will find me to be easily adaptable to different environments. I work well as part of a team.

Skills

Microsoft Office, P&L Management, Payroll, Hr Policies & Procedures, Hiring.

Work Experience

Credit Manager

ABC Corporation - October 2008 - December 2010

- Responsible for store manual credit applications.
- Responsible for allocating customer accounts, credit reporting, and maintenance.
- Trained associates on web access and payment recording.
- Responsible for assuring punctual and efficient customer service for Firestone stores and customers, (for their accounts).
- Developed and standardized written policy documentation related to the credit and customer set up process.
- Interface with sales organization to communicate credit decisions and ensure timely review of new customers.
- Made credit decisions within assigned authority.

Credit Manager

ABC Corporation - 2005 - 2008

- Review credit applications and approval processing.
- Monitor all aspects of credit and collections.
- Preparing and analyzing accounts receivable aging reports.
- Develop/maintain personal credit relationship with high level customers.
- Interfacing with multiple departments, including sales staff and management.
- Administering and enforcing collections policies and procedures.
- Monitor staffs portfolios to ensure excellent account management and customer service..

Education

Associates in Criminal Justice - 2009(Cuyahoga Community College Cleveland - Cleveland, OH)