

ROBERT SMITH

System Administrator/Credit Manager

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SUMMARY

I have been at St. Vincent de Paul School since 2004 and have built the Technology Program from the ground up. I have been the only IT person on staff and have become an invaluable employee and the 'go to' for all things computer related. My broad experience means I am able to install cable, terminate, and get people up and running in a short amount of time. My successful ability to troubleshoot and repair problems is well -tested.

SKILLS

Microsoft Office, Filing, Management, Troubleshooting, Service, Fax, Driving.

WORK EXPERIENCE

System Administrator/Credit Manager

ABC Corporation - October 1983 – August 1991

- Reviewed credit applications, financial statements, and credit history of customers for extending lines of credit.
- Maintained accounts receivable in excess of 100 million dollars by resolving disputes, and liaising with customer accounts to collect accounts receivables.
- Arranged for, and picked up checks and cash when necessary, from customers places of business.
- Coordinated with the sales department and upper management, making every effort to maintain the goodwill of our customers in extending lines of credit or collecting accounts receivable.
- Attended monthly industry credit meetings all over the United States in an effort to gather information to assist in credit making decisions.
- Visited customer account representatives or owners; to gather financial and company information to help in credit making decisions.
- Prepared and presented monthly and year-end reports.

Credit Manager

ABC Corporation - 1980 – 1983

- Oversaw the Credit, Accounts Receivable and Information Systems department.
- Supervised accounting staff of two and 7 external locations pickup and delivery points in California, Arizona and Mexico.
- Collected delinquent accounts of customers, invoicing, processing customer payments and create and implement companys information management strategy.Responsible for investigating and verifying financial status and reputation of prospective customers applying for credit, prepared documents, and recommended approval or rejection of applications.
- Established credit limitations on customer accounts and handled special credit arrangements, deviations from standard terms of payment and established and updates customers credit activities.

- Reviewed collection reports to ascertain status of collections and outstanding balances to made recommendations regarding bad-debts or write-offs and to evaluated effectiveness of current collection policies and procedures.
- Responsible for month end close of accounts receivable ledger.
- Oversaw planning and integration of all internal business information systems, such as accounting, manufacturing, sales, customer operations, and internal communications to the Companys information strategy..

SCHOLASTICS

- Associate of Applied Sciences Program with 3.7+ GPA in Computer Network Systems - 2009(ITT Technical Institute - South Bend, IN)