

Robert Smith

Assistant Credit Manager

PERSONAL STATEMENT

Currently seeking a position in close relations to Project Management. 11 years experience in Quality of manufacturing in a Cleanroom environment. Motivated and hard working, currently seeking a position that will further develop skills or afford the opportunity to utilize skills to the utmost.

WORK EXPERIENCE

Assistant Credit Manager **ABC Corporation - August 2007 - August 2012**

Responsibilities:

- Managed the companys 3 billion annual accounts receivable portfolio.
- Oversaw the credit staff in their collection activities and cash application.
- Analyzed customers financial documents for credit worthiness and set appropriate limits and terms for the customer.
- Worked closely with the sales staff in developing a high quality customer base.
- Assisted in the improvement of the companys credit policy and procedures manual.
- Problem solved the short pay/chargeback issues with the inside sales and quality control departments.
- Successful reduced past dues over 30 days from 4% to .1 % during my tenure.

Credit Manager **ABC Corporation - 2004 - 2007**

Responsibilities:

- Manage A/R and credit functions for all accounts.
- Initiate collections calls, approve customer credit and post company deposits.
- Develop and maintain spreadsheets on past due accounts and update them accordingly.
- Process lien waivers and track customer payments for work in progress.
- Assist owner of company in filing liens and reporting.
- Assist sales team with any pricing and tax exemption resolutions.
- Balance cash and credit card transactions from in-store sales..

Education

MBA in Business - March 2008(Geneva College - Beaver Falls, PA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office Suite.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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