

Robert Smith

Corporate Credit Manager

CONTACT DETAILS

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

SKILLS

Management, Inside and
Outside Sales.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

To obtain a position that will enable me to use my experience in management, my education, as well as my ability to work well with people. I am a quick learner and always up to a challenge that will enhance my career goals.

WORK EXPERIENCE

Corporate Credit Manager **ABC Corporation - November 1996 - September 2000**

Responsibilities:

- Accounts Receivable - Monitored aging of accounts and posted payments.
- Identified, addressed and resolved issues or situations which may have caused past due conditions on customer accounts.
- Worked with customers regarding payment plans to assure money was collected.
- Followed through to make sure money was retrieved.
- Reviewed customer credit applications and determined credit limit approvals or denials from Sales Team recommendations.
- Communicated with Sales regarding specific situations and/or general collection issues.
- Responsible for resolving delinquencies, short payments, and disputes in a timely fashion.

Credit Manager **ABC Corporation - 1993 - 1996**

Responsibilities:

- Managed business-to-business credit & collections department for Advertising & Commercial Printing sales for ten newspapers around Ohio, and provided expertise to Circulation division in bad debt & collections.
- Used Experian Reports, Dun & Bradstreet reports and Beacon Reports to evaluate credit-worthiness of new and existing customers.
- Hired, trained, and supervised staff of five, preparing work schedules and assigning specific duties and responsibilities.
- Established, wrote, and implemented departmental policies, objectives, and procedures, conferring with publishers and directors as needed.
- Coordinated multi-site credit policy implementation and training.
- Developed new monthly invoicing process in Genesys to improve billing times.
- Identified and implemented Genesys system controls to manage credit operations with reduced staff..

Education

Bachelor of Science - September 1985(Niagara University)