Robert Smith

Enforcement Officer/Analyst

PERSONAL STATEMENT

Highly motivated professional, eager to learn and use management skills in a human resources, customer service and or sales.

WORK EXPERIENCE

Enforcement Officer/Analyst

Dauphin County Domestic Relations - June 2013 – 2020

Responsibilities:

- Managed Domestic Relations cases. Uses essential agencies to help enforce support orders.
- Enforced the collection of support payments and adhering to the court-ordered support.
- Conducted conference to see why support isnt being paid and provide a remedy to clients.
- Prepared and presents cases in the presence of a Judge in Capias and Contempt Court.
- Educated clients on policies and procedures required by law.
- Monitored the financial distribution of collections.
- Preformed weekly FITAM, warrant, drivers license, professional and recreation licenses hold Skills Used Interpersonal skills.

ENFORCEMENT OFFICER

ABC Corporation - 2010 – 2013

Responsibilities:

- Responsible for providing effective customer service assistance for all internal customers by using excellent, in-depth knowledge of company products and programs.
- Assist customers in an array of aspects while maintaining quality, productivity, and efficiency.
- Trained in the area of collections and security.
- Also required to provide additional floor training to new hires.
- CAULEY SECURITY SERVICES- (ENFORCEMENT OFFICER) 2009-08/2013.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BUSINESS ADMINISTRAION/HUMAN RESOURCES - (Central Penn College - Enola, PA)

CONTACT DETAILS

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

SKILLS

Management, Decision Making Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**