ROBERT SMITH

Loss Prevention Representative

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A reliable, competent, and eager worker, in carrying out the day-to-day administration of the front office, performing regular and recurring duties independently following established procedures and practices.

MARCH 2006 – APRIL 2009

LOSS PREVENTION REPRESENTATIVE - ABC CORPORATION

- Aided customers with account inquiries and made arrangements to bring accounts up to date.
- Collaborated with multiple departments within the company and independent contractors to locate collateral for accounts severely past due.
- Educated customers on acceptable credit habits.
- Consistently mitigated losses to meet the monthly target of under $ 100,000 dollars in credit losses.
- Place over 150 outbound calls per day in an effort to collect on severely delinquent accounts.
- Responsible for curing accounts up to 120 days past due.
- Maintained supervision of four buildings.

2002 – 2006

LOSS PREVENTION REPRESENTATIVE - DELTA CORPORATION

- Aided customers with account inquiries and made arrangements to bring accounts up to date.
- Collaborated with multiple departments within the company and independent contractors to locate collateral for accounts severely past due.
- Educated customers on acceptable credit habits.
- Consistently mitigated losses to meet the monthly target of under $ 100,000 dollars in credit losses.
- Place over 150 outbound calls per day in effort to collect on severely delinquent accountsResponsible for curing accounts up to 120 days past due .
- Maintained supervision of four buildings Implemented new forms and procedures for reducing claims Conducted presentation meetings withj large .
- Responsible for providing solutions & assistance to resolve delinquency on accounts at a high risk level.

EDUCATION

Diploma in General Academics - (Old Bridge High School - Old Bridge, NJ)

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SKILLS

Coordinating, Planning, Managing, Strong Leadership, Team Player.