

Payment Processing Specialist III

ROBERT SMITH

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Objective

An opportunity obtain position, which will allow utilize skills have acquired throughout previous work ethic, improve customer relations with team employees, opportunities advancement within organization.

Skills

Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Powerpoint.

Work Experience

Payment Processing Specialist III

ABC Corporation - 2012 - 2014

- Balance batches posted.
- Daily Scanning.
- Post cash and adjustments with accuracy.
- Prepares daily cash report.
- Posts address updates Patient Accounting system.
- Meets productivity standards quality standards.
- Prepares reports as directed Supervisor.

Payment Processing Specialist III

Delta Corporation - 2008 - 2011

- Owensboro, KY Payment Processing - Processed mortgage payments; Corresponded with all US Bank locations to complete branch mortgage pay offs; .
- August 2002 - August 2003.
- Owensboro, KY Payment Processing - Processed mortgage payments; Corresponded with all US Bank locations to complete branch mortgage pay offs; .
- August 2002 - August 2003.
- Handle all transaction with attention to detail, ensuring client requests are followed as instructed.
- Refer to leadership group for all question and uncertainties regarding account specifications stay informed regarding client instructions and .
- Maintain minimal supplement keying 10,800 keyer strokes per hour.

Education

Computer Science - 1999(Delgado Community College - New Orleans, LA)