

ROBERT SMITH

Skip Tracer/Representative

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To obtain a position in a medical setting that will allow to use education and skills. Proven to be a dedicated person with excellent communication skills and the ability to learn quickly.

EXPERIENCE

Skip Tracer/Representative

Capital Recovery Group - SEPTEMBER 2014 - 2020

- Managed databases to collect information to locate difficult individuals that owe a debt or needing to surrender delinquent collateral.
- Traced skips for creditors and/or other concerned parties. Accounts are always in order.
- Lead and prepared a report for each investigation to creditors.
- Conducted and worked on multiple, time-sensitive projects in a fast-paced environment Contact debtors by mail/phone to attempt collection.
- Analytical and problem-solving skills to expedite these investigations.
- Experience working with operational processes and procedures as well as communication skills.
- Collect daily and weekly data for required reports and submit them to the supervisors prior to deadlines.

Skip Tracer

ABC Corporation - 2011 - 2014

- Filed garnishments on bank deposit accounts and payroll accounts.
- Skip trace delinquent collection accounts placed in the office.
- Dismissed all garnishments that are in bankruptcy.
- Collected incoming payments from debtors using check by phone system & in person.
- Made 50% skip calls & 50% collection calls.
- Pulled credit reports.
- Maintained compliance with the Fair Debt Collection Practice Act..

EDUCATION

- - August 2003(Pima College)

SKILLS

Microsoft Excel, Microsoft Power Point.