

Your Name Here

3333 Compton Drive
Columbus, Ohio 43219
Home: 614.123.4567

Career Objective

Energetic, goal oriented self starter seeking a position as a customer service representative or receptionist or administrative assistant.

Relevant Qualifications

Detailed oriented with an administrative background. Friendly and outgoing with a focus on results and I take pride in my work. I have strong communications skills with great phone etiquette. Familiar with Microsoft Word, Excel, Word Processing, Windows 95, spreadsheets, charts, Internet, databases and Lotus Notes. I have extensive experience in collection recovery and office duty functions. Typing 45 wpm.

Professional Accomplishments

Collection Team Leader. Repeatedly awarded collection awards for an average monthly recovery of \$50,000

Employment History

NCO Financial System

01/06 to 08/06

Title: Collection Representative

Skip tracing, arranging payments, processed accounts 1-90 days delinquent, FDCPA training, training new employees, filing and data entry, inbound and outbound calls and other office duties as needed

M.R.S. Associate Inc.

03/04 to 09/05

Title: Collections Representative II

Skip tracing, arranging payments, processed accounts 1-90 days delinquent, FDCPA training, training new employees, filing and data entry, inbound and outbound calls and other office duties as needed

CNAC Financial Services

02/99 to 04/00

Title: Collections Representative II

Skip tracing, arranging payments, processed accounts 1-90 days delinquent, FDCPA training, training new employees, filing and data entry, inbound and outbound calls and other office duties as needed

Education: Northland High School Graduate

References: Available Upon Request

Your Name Here

22222 Iron Drive. Columbus, Ohio 43231
Residence: (614) 123.4567 or (614) 123.4567

CAREER GOAL

To obtain a position in carpentry, maintenance, painting or a service technician

SUMMARY OF QUALIFICATIONS

- ☞ Ran my own home repair and improvement company for 7 years.
- ☞ Ability to quickly grasp instructions and complex work flows.
- ☞ Adaptable to a working environment with frequent change.
- ☞ Ability to work overtime routinely and travel moderately.
- ☞ Experience in a production, operations, and deadline driven environments.
- ☞ Valid Ohio drivers license with an excellent drivers record.
- ☞ Ability to organize, manage time, make decisions and communicate complex problems or issues.
- ☞ Dependable, punctual, and have the ability to work with no supervision.
- ☞ Team oriented, courteous, articulate, and very professional.
- ☞ I work very well under pressure and I take pride in doing a good job.
- ☞ I am a fast learner and I enjoy learning new skills; Enjoy public contact.
- ☞ Knowledge of office practices and procedures; Able to lift up to 300 lb.
- ☞ Knowledge of various office machines and equipment
- ☞ Keyboarding 30-35 wpm. Excellent listening skills and self motivated.

RELEVANT EXPERIENCE

Residential and Commercial Repairs and Improvements

- ☞ 7 years experience in residential and commercial repairs, improvements and services
- ☞ Skills in the following areas: lawn care, handyman jobs, punch out services, drywall work, gutter, concrete and trim repairs, light plumbing and electrical work, installing counter tops and cabinets, removing and installing exterior and interior doors, interior and exterior painting, installing privacy fences, kitchen and bathroom caulking, installing ceramic, vinyl and wood flooring and overall general repair items
- ☞ Performed work for homeowners, business owners, contractors, realtors, and apartment complexes.

Computer Experience

- ☞ Skills with word processing, customer service, telemarketing, sales, and leadership.
- ☞ Knowledgeable with Microsoft Word 6.0, 6.1, 97, WordPerfect 6.0., Word pad, Microsoft Excel, and Windows 98

References: Available Upon Request