

TONYA DAVES

tonyadaves1984@gmail.com

725-200-9906

Las Vegas, NV 89121

SUMMARY

SKILLS

Billing
Customer Services
Collections
Appointment Setting
Sales
Data Entry
Typing
Filing
Team worker

EXPERIENCE

.Billing Spealist 05/2010 /04/13/13 Back Office Systems - Las Vegas, NV

- . I received incoming calls and made outbound calls and I also processed ACH transactions .
- . Met and exceeded my daily goals I provided excellent customer skills
- . Worked with clients on individual basis to resolve there issues.

LOAN OFFICER | 04/2013 to 04/2016 Soaren Management - Las Vegas, NV

- . Assisted senior-level credit officers with complex loan applications.
- . Worked directly with lender and investors to get the client funded .
- . Provided excellent customer service by working with the client from start to finish .

PROFESSIONAL FUNDRAISER | 03/2011 to 04/2017 Give Right - Las Vegas, NV

- . Improved profit margins by streamlining operations and workflow
- . Handled personal accounts information .
- . Raised funds for various charities .
- . I was making outbound and taking incoming calls .

EDUCATION AND
TRAINING

Tax Consultant 08/05/21 to current
Life Back Tax

- . Provided excellent customer service by getting struttled settlems
- . Sent out letters to IRS on the tax payers behalf .
- . Assisted clients by helping them get structured settlement and liens, levies and garnishments stopped .

Trenton Central High School - Trenton, NJ
High School Diploma
06/1994

Mercer County Community College - Trenton, NJ
Associate of Arts
06/1987