

Repossession Agent

ROBERT SMITH

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Objective

Seeking employment with a company where I can grow professionally and personally. Seek challenging opportunities where I can fully use skills for the success of the organization.

Skills

Management, Organizing.

Work Experience

Repossession Agent

ABC Corporation - January 2013 – September 2013

- Advised and follow-up with dispatch team and reposseors.
- Safely drove a spotter vehicle utilizing our company provided vehicles and technology.
- Followed company and state laws and procedures.
- Kept records and status of updates in customers account via various software platforms.
- Researched client orders/client inquiry Reorganized invoices to the parts of the cellular phone orders Responsible for retrieving incoming calls.
- Assigned accounts to be repossessed Updated the database Queued accounts Researched information regarding where and how payments made Processed.
- Instructed and assisted faculty, staff when learning to use new technology.

Repossession Agent

Delta Corporation - 2011 - 2013

- Repossess vehicles.
- full time commission based Locate & repossess vehicles Locate delinquent customers for clients Collect monies for clients File Paperwork with .
- repossess vehicles and transport vehicles to auction.
- Researched client orders/client inquiry Reorganized invoices to the parts of the cellular phones orders Responsible for retrieving incoming calls .
- Assigned accounts to be repossessed Updated the data base Queued accounts Researched information regarding where and how payments made Processed .
- Repossession Recovery of Automobiles Collections Skip Tracing-Investigating Public Defender - Public Defenders Office Conducted Intakes, Interviews .
- Instructed and assisted faculty, staff when learning to use new technology.

Education

HS (High School) in Physics, Electronics, Home Wiring/Electrical - 1998(Leander High School - Leander, TX)