Robert Smith

Business Associate/Assistant

CONTACT DETAILS

1737 Marshville Road, Alabama
(123)-456-7899
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www.qwikresume.com

PERSONAL STATEMENT

Highly driven credit, A/R, A/P, and collections professional with a verifiable record of accomplishment spanning more Than 7 years. Quick thinking, and recognized as a results-oriented and solution-focused individual.

WORK EXPERIENCE

Business Associate/Assistant

ABC Corporation -   November 1999 – June 2005

Responsibilities:

- Followed customers from the loan application to closing, providing services, support and follow-up.
- Assessed and gathered required data and completed loan process.
- Filed documents to perfect collateral position.
- Assured accuracy of loan paperwork within the banking system.
- Assisted customers with operating line of credit payments and advances.
- Reviewed existing customer services to determine additional needs.
- Maintained Nurses census board, updated all applicable systems and compiled information Admitted and discharged patients Scheduled tests and medical procedures.

Business Associate

ABC Corporation -   1997 – 1999

Responsibilities:

- I take inbound calls from small business owners who are interested in applying for a business charge card.
- Help them find the right card for their business by using consultative dialogue.
- Handle delicate personal and financial information with care.
- Keep said information secure.
- I have been meeting and exceeding my teams sales goals.
- Skills Used I use my knowledge and skills to assist small business owners in growing their business.
- Talk to them and get to know their business needs and suggest the right card for them..

Education

BS in Business Administration - (Dakota State University - Madison, SD)

SKILLS

Microsoft Office, Customer Service, Administrative.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)