

# ROBERT SMITH

## Asst. Repossession Agent

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To secure a Repossession Agent position utilizing professional background and skills. Detail oriented with strong analytical skills interested in a fast-paced, professional environment

### JUNE 2015 - 2020

#### ASST. REPOSSESSION AGENT - INTERNATIONAL RECOVERY SYSTEMS

- Planned a route of multiple addresses and repossess the collateral for the finance company.
- Verified addresses.
- Assumed possession of the collateral and be responsible for the condition and storage of the unit.
- Helped the company from start-up and helped them train their drivers and make sure they knew how to do their job and not break any laws which could make us lose our clients.
- Verified information provided by the client.
- Looked into all leads by checking addresses along with contacts.
- Provided timely revisions to clients according to policies and guidelines.

### 2013 - 2015

#### REPOSSESSION AGENT - DELTA CORPORATION

- Primary duties included skip tracing, locating and repossessing collateral, making contact with delinquent debtors and collecting payment/information .
- Other duties included maintaining company equipment, answering a multi-line phone system, and inputting condition reports and updates into a database.
- Repossessed vehicles, read work orders Accomplishments Increase production Skills Used Basic math, computer skills.
- Free of automobiles for bank loans and title loans.
- Repossessed vehicles from people that havent paid their car note.
- Pick up vehicle from storage lots and did transportation in town and around Texas.
- Filed repossession orders, did invoices, skip trace, and kept a daily log of what cars were picked up.

## EDUCATION

Bachelor of Science in Biochemistry - 2006(Temple University Graduate - Philadelphia, PA)

## **SKILLS**

Management, Organizing.