

ROBERT SMITH

Asst. Negotiator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Demonstrated ability to develop and strategize to assist in the success of the associates assigned to me. Skilled in training, leadership, relationship management and applying new information.

CORE COMPETENCIES

Leads Connection, Database Management, Presentation Software Programs.

PROFESSIONAL EXPERIENCE

Asst. Negotiator

ABC Corporation - May 2010 – September 2010

Key Deliverables:

- Assisted with preparation for court dates and responding to Summons/Bankruptcy Rebuttals.
- Established and maintained a great relationship with Law Firms and Creditors to ensure the best settlements possible for clients.
- Completed ongoing training to stay abreast of company policy and service changes.
- Strived for one-call resolutions with negotiating and settling clients accounts.
- Analyzed the current office workflow and develop a future state workflow for physician offices.
- Discussed deposits and arranged payment options.
- Set appointments with the customer and followed up to confirm the same.

Negotiator

ABC Corporation - 2007 – 2010

Key Deliverables:

- Reviewed accounts of clients to see if they were in a position to settle any of their debts for less than 50% and contacted them for further authorization.
- Contacted creditors and negotiated settlement of their debts.
- Obtained settlement contract from creditors for attorney review.
- Upon review, forwarded to payment department to process payments.
- I was able to save a whole lot of people a whole lot of money.
- Skills Used Negotiation, rapport building, credit analysis, math, multitasking, computer skills, call handling, relationship building, processing inquiries and documentation..
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

High School Diploma in General Studies - (Francis T. Nichols High School - New Orleans, LA)

