

Robert Smith

Lead Repossession Agent

PERSONAL STATEMENT

To utilize knowledge and skills to the best of ability to further career with company. To obtain a career within an organization that allows for further training and advancement opportunity's while utilizing current skills and experience to maximize service to the customers and employer.

WORK EXPERIENCE

Lead Repossession Agent

ABC Corporation - May 2006 - February 2010

Responsibilities:

- Studied client documentation of past due and defaulted auto loans Lead team in recovering automobiles from undesirable customers Maintained order in .
- Used to computer to get repo orders from the company, then go to the last know location of the owner of the the unit and locate unit and pick-up until,.
- Repossessed vehicles from delinquent customers, Recovering from impound, Transporting vehicles to the auction.
- Completed pre and post trip reports and maintain wrecker.
- Used tow master certificate, 8 plus years of damage free towing.
- Completed and submitted all necessary logs and paperwork on a daily basis.
- Verified each delivery against shipping instructions before delivering to customers.

Repossession Agent

Delta Corporation - 2005 - 2006

Responsibilities:

- Located and retrieved collateral and outstanding items on loan.
- Owned and operated investigation and repossession agency Clients included major car dealerships local bail bonds agencies collection agencies and .
- Helped repo cars I made sure no one jumped on the driver.
- Transported vehicles from one store to another when needed.
- Located and verified vehicles to be repossessed.
- Processed payments from clients.
- Responsible for the repossession of autos, boats and ATVs, etc.

Education

General Education - 1991(Toms River High East - Toms River, NJ)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Business Development,
Customer Service,
Leadership
Development, Microsoft
Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)