



# ADRIAN RODRIGUEZ

## Collection Advisor

Santo Domingo, Dom. Rep.

TEL +1-829-283-8344

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## ABOUT ME

Entrepreneur, I love challenges and do not give up easily. With good interpersonal skills and self-taught every day. Accustomed to work under pressure, I am a decisive person. My main goal is to develop professionally, so I look for opportunities that allow me to do it, while trying to align myself completely with the company's objectives.

## PROGRAMS

Excel	<div><div></div></div>
PowerPoint	<div><div></div></div>
Word	<div><div></div></div>
Outlook	<div><div></div></div>
Mft project	<div><div></div></div>

## LANGUAGES

SPANISH	<div><div></div></div>
ENGLISH	<div><div></div></div>
FRENCH	<div><div></div></div>

## PERSONAL REFERENCE

### Paola GONZALEZ

Lifestyle Holidays VC | DIRECTOR OF  
LEGAL DEPARTMENT  
CEL 809-796-7707

### Vella RAMOS

CMS | OPERATION MANAGER  
CEL 829-548-5204

## PROFESSIONAL EXPERIENCE

09/22/2016  
Current  
(Santo Domingo-  
DR)

### Privilege Club Corp.-BAHIA PRINCIPE HOTELS

#### Collection Advisor

Administration of client portfolio, credit and collection, following the rules and regulations of the club.

#### Main duties:

- Collection and follow up of the additional and complementary deposits, scheduled as per member contract.
- Collection and follow up of the monthly payments, scheduled as per member contract.
- Collection and follow up of the annual/service fees, scheduled as per member contract.
- Inform clients about past due accounts and the amount that is currently owed.
- Develop and manage collections and credit programs to follow up the policies of the club in reference to delinquency balances.
- Support sales room with equities/account's status upon request.
- Negotiate with members payment plans.
- Chargeback management.
- Prepare the applicable accounting reports for the follow up of the management of the club.

01/15/2016  
08/19/2016  
(Puerto Plata-  
DR)

### Can Call International, COSTUMER SERVICE REPRESENTATIVE

## STUDIES

Current  
STO. DGO.  
DR

### BUSINESS ADMINISTRATION UTESA

2016  
Puerto Plata  
DR

### SALES INFOTEP

2015  
Puerto Plata  
DR

### Accounting Cycle UTESA