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|  | Anne-Marie Foote   |  | | --- | | 904.982.5486 Tallahassee, FL 32311  AnneMarie\_Foote@yahoo.com | | | |
| Professional Profile | | | * Responsible for auditing all delinquent accounts for all collections clients (approximately 2000 accounts). * Manage the collections department consisting of both on premises and satellite employees * Responsible for repairing and maintaining the department budget to a positive balance sheet. * Acts as the liaison between clients and company * Account manager expediting issue resolution through work team cohesion and client intermediaries * Directs and coordinates the entire collection process for the various clients * Coordinates staff and client functions as well industry conferences * Manages HR department responsibilities such as scheduling, work load, and evaluations * Charge-Off Recovery Specialist-Responsible for the recovery of assets from charged off loans * Facilitate end user phone platform and serve as ongoing administrator * Assist company management and/or credit unions with the preparation of various reports. * Acts as a liaison between clients and law firms * Planning, executing, and evaluating projects according to predetermined timelines and budgets * Building and managing project teams * Assist in providing analysis, consultation, and training to new clients during application conversions to ensure accurate data conversions |
| Professional Accomplishments | | | * Credit Union Chapter Board Member * Credit Union Chapter Board Member Golf Tournament Director * Responsible for restoring and maintaining the department budget to a positive balance   sheet   * Increased the annual department revenue by $211,000 through new sales |
| Experience | | 2006-Present United Solutions Tallahassee, FL 850.219.6496  2005-2006 Publix Supermarkets Hilton Head, SC 843.842.2632  2003-2006 Legacy Toyota Tallahassee, FL 850.575.0168  1996-2001 Ralston-Purina Jacksonville, FL 877-204-8650 | |
| Education | | 1998-2002 **Florida State University**  Tallahassee, FL  *Bachelors*- English Literature, Minor in Business  1994-1998 **Stanton College Preparatory School**  Jacksonville, FL  *High School Diploma* | |