

Tracey Harris

Collections Clerk

Philadelphia, PA - Email me on Indeed: [indeed.com/r/Tracey-Harris/9a5ea7054fdfee28](https://www.indeed.com/r/Tracey-Harris/9a5ea7054fdfee28)

To obtain employment with a professional company where my education and technical skills experience will be applied.

Authorized to work in the US for any employer

WORK EXPERIENCE

Housekeeping

Teamclean - Philadelphia, PA - May 2016 to Present

Responsibilities

Set up for different events, Clean bathroom work areas .

Skills Used

Deal with different cleaning products, deal with the many people that come from out of town that needs assistance, breaking down and setting up for the many events thats being held.

Collections Clerk

ANG Financial services LLC - May 2014 to October 2014

Trovose, PA

Call debtor to discuss debt and set up payment arrangements that that would bring the debt current.

Events Coordinator

Careersusa Staffing Group - Philadelphia, PA - January 2012 to June 2012

Event Coordinator

Setup rooms and Conference centers for special events.

Collected tickets at the events entrances and seated patrons.

Barn Worker

Maine Staffing Group - Augusta, ME - February 2011 to June 2011

Cared for 7,000 chickens in two barns, fed and collected eggs, separated deceased chickens, from the sick and live ones. Cleaned two barns and passed every inspection that was given.

Debt Collector

Thomas Landis Law Firm - Philadelphia, PA - December 2008 to March 2009

Dialer collections, manual collections, obtained clients credit card and bank account information in a timely, accurately and efficiently as well as skip tracing to find debtors.

Dialer Collector

Federal Bond Collections - Hatboro, PA - January 2006 to November 2008

as well as manually collected debts. Called debtor direct to obtain payment arrangement or full or partial payments. Utilized System Nexis 411.com, Skiptracing and averaged over a 100 payments a month.

Line server

Food Service, Aramark - Philadelphia, PA - February 1998 to December 2004

Worked in food service department where I washed dishes, bused tables, opened and closed food counter areas. Maintained service line as well.

Package Stocker, UPS

UPS - Philadelphia, PA - March 1996 to January 1998

Examined lot numbers on packages, stocked trailers with packages which included lifting packages weighing 80lbs-100lbs as well as maintaining records on packages sent.

ADDITIONAL INFORMATION

Connection Training Services [...]

Certificate As a Forklift operations, pennndot Flagger