1. Managed efficient cash flow reporting, posted cash receipts and analyzed chargebacks, independently addressing and resolving issues.
2. Handled high volume of in-bound calls pertaining to reconciliation of delinquent accounts.
3. Performed targeted collections on past due accounts aged over [Number] days.
4. Prevented impending loss and increased profitability by enforcing scheduled collection campaigns, consistently achieving targeted recovery rate.
5. Worked with [Job title] and assisted [Job title]s to properly apply customer remittances.
6. Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
7. Identified, researched and resolved billing variances to maintain system accuracy and currency.
8. Produced, distributed and tracked more than [Number] monthly invoices for [Industry] business.
9. Applied more than [Number] payments per week.
10. Compiled and analyzed data for review by senior management of loan loss reports to measure portfolio performance.
11. Worked closely with [job title] to maintain optimum levels of communication to effectively and efficiently complete projects.
12. Led projects and analyzed data to identify opportunities for improvement.
13. Led [type] team in delivery of [type] project, resulting in [result].
14. Demonstrated respect, friendliness and willingness to help wherever needed.
15. Developed and maintained courteous and effective working relationships.
16. Successfully maintain clean, valid driver's license and access to reliable transportation.
17. Resolved conflicts and negotiated mutually beneficial agreements between parties.
18. Used coordination and planning skills to achieve results according to schedule.
19. Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
20. Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.