1. Prevented impending loss and increased profitability by enforcing scheduled collection campaigns, consistently achieving targeted recovery rate.
2. Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
3. Managed efficient cash flow reporting, posted cash receipts and analyzed chargebacks, independently addressing and resolving issues.
4. Applied more than [Number] payments per week.
5. Identified, researched and resolved billing variances to maintain system accuracy and currency.
6. Compiled and analyzed data for review by senior management of loan loss reports to measure portfolio performance.
7. Handled high volume of in-bound calls pertaining to reconciliation of delinquent accounts.
8. Produced, distributed and tracked more than [Number] monthly invoices for [Industry] business.
9. Worked with [Job title] and assisted [Job title]s to properly apply customer remittances.
10. Performed targeted collections on past due accounts aged over [Number] days.
11. Increased customer satisfaction by resolving [product or service] issues.
12. Used Microsoft Word and other software tools to create documents and other communications.
13. Collaborated with [department or management] to achieve [result].
14. Monitored all company inventory to ensure stock levels and databases were updated.
15. Created plans and communicated deadlines to ensure projects were completed on time.
16. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
17. Maintained excellent attendance record, consistently arriving to work on time.
18. Demonstrated respect, friendliness and willingness to help wherever needed.
19. Received and processed stock into inventory management system.
20. Completed minor preventative maintenance and mechanical repairs on equipment.