1. Performed targeted collections on past due accounts aged over [Number] days.
2. Prevented impending loss and increased profitability by enforcing scheduled collection campaigns, consistently achieving targeted recovery rate.
3. Contacted clients with past due accounts to formulate payment plans and discuss restructuring options.
4. Produced, distributed and tracked more than [Number] monthly invoices for [Industry] business.
5. Handled high volume of in-bound calls pertaining to reconciliation of delinquent accounts.
6. Managed efficient cash flow reporting, posted cash receipts and analyzed chargebacks, independently addressing and resolving issues.
7. Compiled and analyzed data for review by senior management of loan loss reports to measure portfolio performance.
8. Worked with [Job title] and assisted [Job title]s to properly apply customer remittances.
9. Applied more than [Number] payments per week.
10. Identified, researched and resolved billing variances to maintain system accuracy and currency.
11. Worked with [type] customers to understand needs and provide excellent service.
12. Completed minor preventative maintenance and mechanical repairs on equipment.
13. Conducted research, gathered information from multiple sources and presented results.
14. Maintained excellent attendance record, consistently arriving to work on time.
15. Managed quality assurance program, including on-site evaluations, internal audits and customer surveys.
16. Devoted special emphasis to punctuality and worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.
17. [Type] hardware proficiency
18. Developed team communications and information for meetings.
19. Developed and implemented performance improvement strategies and plans to promote continuous improvement.
20. Increased customer satisfaction by resolving [product or service] issues.