

**Pat Brown**

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**OBJECTIVE:**

Experienced collections agent with advanced MS Excel, multi-tasking and research skills is looking for a senior accounts payable coordination position in the Miami, FL area.

**QUALIFICATIONS SUMMARY**

- 5 years commercial (B2B) and 3 years individual collection experience.
- MS Office power user. Especially well-versed in MS Excel. Can construct Excel tables and run reports.
- Excellent written and oral skills.
- Comfortable making cold-calls and talking on the phone.
- Excellent research and tracking skills due to detective agency background.

**WORK EXPERIENCE**

**LION’S HEAD COLLECTION AGENCY**  
Senior Accounts Payable/Receivable Specialist

February 2005 - Present  
Tampa, FL

- Ran 30, 60 and 90 day aging reports on all past-due accounts.
- Initiated 60 or more cold calls a day to collect on delinquent accounts.
- Communicated with clients to make sure they stayed current with their payments.
- Used Microsoft Excel to generate tables, charts, accounts due reports.
- Received and handled all bankruptcy notices.
- Reconciled client accounts by reviewing their credits, payments, refunds, and applied credits for overpayments.
- Handled all tasks to facilitate payment on open invoices including lien waivers, sending invoice

**DOLPHINAS ACCOUNTS PAYABLE**  
Accounts Payable/Receivable Specialist

2002 - 2005  
Miami, FL

- Generated monthly and quarterly aging report.
- Worked past-due commercial accounts by placing collection calls, reconciling accounts, getting in touch with account reps and regional sales reps, etc.
- Submitted and received copies of checks from the main corporate headquarters.
- Written and mailed COA letters to the main office.
- Received and processed all credit card payments.

*(Collections Specialist Resume – www.how-to-write-anything.com)*

**TORERO DETECTIVE AGENCY**

Junior Detective

Miami, FL

2000 - 2002

- Tracked down missing persons and delinquent parents.
- Handled all office communications.

**EDUCATION**

**Walden University**

Associates Degree, Accounting

Online

May 2001

**REFERENCES** available upon request.