|  |
| --- |
| John Doe |
| SummaryMotivated and detail-oriented recent graduate with a strong desire to begin a career in collections. Excellent communication skills and a passion for helping clients resolve financial issues.Work Experience**Collections Intern Jun 2022 – Aug 2022**ABC Financial Services Springfield, IL* Assisted in managing over 100 client accounts for delinquent payments.
* Resolved customer inquiries and facilitated payment arrangements to reduce outstanding debts.

**Customer Service Representative Jan 2021 – May 2022**XYZ Retail Springfield, IL* Handled customer complaints and inquiries, achieving a 95% satisfaction rate.
* Processed transactions efficiently while maintaining accurate records.

EducationBachelor of Arts: Business Administration Jan 2022*University of Illinois**Urbana-Champaign, IL* | Contact(123) 456-7890john.doe@example.comSpringfield, IL 62701SkillsCustomer ServiceCommunication SkillsProblem SolvingTime ManagementData EntryNegotiationAttention to DetailMicrosoft Office Suite |