

JANE K. DOE

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FORWARD-FOCUSED CREDIT ANALYST

Results-focused, quality-driven professional with extensive experience in business development, customer retention, and international business, demonstrating consistent achievement of objectives, strong multi-tasking and service skills, and dedication to organizational goals. Advanced presentation and relationship development abilities, with track record of success improving sales and customer relations to ensure profit turnarounds.

Core Knowledge & Skill Areas:

- ◆ Client Relationships
- ◆ Credit Operations
- ◆ Risk/Loss Management
- ◆ Certified Russian Interpreter
- ◆ Business Development
- ◆ Safety, Abatement and Remediation Sales
- ◆ Financial Analysis
- ◆ Accounting and Finance
- ◆ Account Management

PROFESSIONAL PROFILE

CONFIDENTIAL COMPANY

CITY, STATE

Credit Analyst

2007 to Present

- ◆ Compared items such as liquidity, profitability, credit history and cash with other companies of same industry, size and geographic location.
- ◆ Analyzed such factors as income growth, quality of management, market share, potential risks of industry and collateral appraisal.
- ◆ Analyzed credit information in order to determine risk involved in lending money to customers.
- ◆ Developed a major account from \$18,000 to \$175,000, resulting in increased revenue and profit.
- ◆ Established and expanded 506 new major accounts.
- ◆ Cultivated relationships with Federal Aviation, US Air Force, and Manufacturing client accounts.
- ◆ Professionally trained in abatement, safety, PPE, OSHA, and product knowledge.
- ◆ International business expert experienced in Russian interpretation, the Asian economy, and overseas economic conditions in China, South Korea, Malaysia, Indonesia and Thailand.
- ◆ Proven success record spearheading business development, increasing customer base, and improving revenue potential.

CONFIDENTIAL COMPANY

CITY, STATE

Freelance Interpreter

2004 to 2007

CONFIDENTIAL COMPANY

CITY, STATE

Dental Assistant

1991 to 2001

PROFESSIONAL DEVELOPMENT

University of Wisconsin – Milwaukee
Bachelor of Business Administration in Finance

Milwaukee, Wisconsin

Certified Interpreter Russian/English, English/Russian