

Account Services Representative Cover Letter

8565 Von SummitWest Brock, MN 73352-0244

Dear Zion Reichert,

I would like to submit my application for the account services representative opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for management of day-to-day activities of components of marketing programs for client account by ensuring accurate, timely execution of projects.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Demonstrates an elevated level of knowledge of Microsoft Office including but not limited to Excel, Word, Access, Steriworks, SalesForce, STARS, Credit Tool, SAP and PowerPoint
- University graduate / Diploma in Computer Science, Electronics, Math, with minimum of 18 months of MNC experience
- Effective self-starter
- Previous experience with payment posting and
- Monitors the processing of all retail and lease payoffs, terminations, customer payments, insurance collections on physical damage and total loss, return items, account research, account adjustments, bills of sale and Gap Claims
- Verifies all documentation
- Monitors all adjustment processing on loans or leases, due date changes, rewrites, loan auditing, credit bureau updates, transfers of equity, substitutions, parking tickets, extensions and banking information changes and all other account adjustments and changes
- Experience handling opportunities, reporting, and fulfillment against the reported forecasts

Thank you for your time and consideration.

Gray O'Keefe