

# **Natalie Barnes**

Greensboro, NC

(336) 404-4337/ (336) 621-3778

[nataliebarnes103@gmail](mailto:nataliebarnes103@gmail.com)

[linkedin.com/in/natalie-barnes-8534711ba](https://www.linkedin.com/in/natalie-barnes-8534711ba)

## **SUMMARY**

- Experienced clerical assistant with a proven track record of efficiency in providing clerical support to a busy office.
- 6+ years' experience in collections strong organizational and planning skills used in scheduling activities and completing multiple tasks on time
- Self motivated worker always willing to take on additional duties

## **Skills**

- Microsoft Word and File Maker Pro
- Experience in many areas such as collections and procedures
- Pulling credit reports
- Very meticulous in all work to ensure no errors are made
- Excellent communication skills over the phone and in person
- Professional appearance maintained at all times

## **EXPEERIENCE**

DMD FINANCIAL SERVICES    Greensboro, NC    1999-2020

Clerical/Collector

- Responded to client and customer inquiries
- Took messages and delivered to proper personnel
- Performed various clerical duties
- Maintained client database
- Assisted students in consolidating their school loans
- Set up payment arrangements for other accounts such as dental accounts

## **EDUCATION**

**AAS Applied Science**

Guilford Technical Community College

Jamestown, NC