

# 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

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## 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

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## PROFESSIONAL DEVELOPMENT

University of Wisconsin – Milwaukee  
**Bachelor of Business Administration in Finance**

Milwaukee, Wisconsin

**Certified Interpreter Russian/English, English/Russian**