4829 Ocean Dr. \* Jonesboro, AR 72401 \* (870) 815-1989 or (870) 340-5805

eldert.r.brown@inbox.com

**OBJECTIVE**

To obtain a full-time position utilizing my experience in the fields of personnel training, management, credit and collections, and manufacturing.

 **RELEVANT SKILLS & EXPERIENCE**

**Credit & Collections**

-Collected back payments on non-charge off credit accounts for both major lenders and on behalf of private legal collections firms

 -Responsible for resolving old debts prior to customer being sued

-Familiar with account held by Chase, Target National Bank, Portfolio Management and Midland Credit Management

 -Trained in customer negotiation and payment plan arrangements

**Manufacturing**

 -Operated molding equipment manufacturing shut-off valves for pipes

-Experience as an assembly line worker constructing HVAC units for vehicles made by Toyota and Caterpillar with daily work quotas

 -Knowledgeable in safe operation of fork lift in warehouse settings

**Personnel Training**

 -Responsible for training and licensing drivers on a variety of U.S. military infantry vehicles

-Performed annual risk assessments, cold weather training and coordinated urinalysis testing for an infantry company

 -Led training of U.S. Army soldiers in a variety of fitness programs

 -Hired and trained employees for a major restaurant franchise

 -Trained and supervised cleaning staff in a mill environment

**EDUCATION**

**High School Diploma** (Valedictorian) **1999**

 Harvest Time Christian Academy

 Tampa, FL

**RELEVANT WORK EXPERIENCE**

**Asset Manager 1 year**

Evaluation Solutions

**Collections Representative 3 years**

 Law Office of Zwicker & Associates

 Enhanced Recovery Company (ERC)

**Assembly Line Worker 3 years**

 NIBCO

Denso Manufacturing

United Parcel Service

**Retention / Customer Service Representative 2 years**

 Chase Bank

Bell South Telecommunications

**Assistant Manager/ Supervisor 2 years**

Facilities Performance Group, LLC

 Captain D’s

**MILITARY EXPERIENCE**

**Infantry/Management 7 years**

(Non-Commissioned Officer)

-Veterans of Operations Iraqi Freedom

-Unit Prevention Leader (UPL)

-Master Driver

 -Fitness Instruction Leader

**ADDITIONAL SKILL & EXPERIENCE**

 **-**Licensed Life and Health Producer for the State of Arkansas

-Microsoft Certified

-Forklift Driver

-Crane Operator