

JANICE B. LEDDEN
4801 SPRING RIDGE DR.
COLUMBUS, GA. 31904
706-565-4184- HOME
706-615-2589- CELL

I HAVE OVER 27 YEARS OF CUSTOMER SERVICE. I HAVE GOOD
COMPUTER SKILLS AND KNOWLEDGE OF SEVERAL PROGAMS.

COBRA COLLECTION AGENCY INC.

JAN. 2005 - PRESENT

COLLECTION OF PAST DUE ACCOUNTS AND CHECKS
SETTING APPOINTMENTS
TAKING PAYMENTS
WORKING WITH CLIENTS AND DEBTORS
MULTI LINE PHONE
DATA ENTRY

CREDIT ADJUSTMENT BUREAU INC.

AUGUST 2002- JAN. 2005

GENERAL MANAGER
COLLECTION OF PAST DUE ACCOUNTS AND CHECKS
SELLING NEW CLIENTS
TAKING PAYMENTS
WORKING WITH CLIENTS AND DEBTORS
MULTI LINE PHONE
DATA ENTRY

STATE OF GEORGIA

AUGUST 2000- JUNE 2002

WORKED ON MEDICAL FLOOR WITH SEVERAL DOCTORS
MULTI LINE PHONE
DATA ENTRY OF PATIENTS
DOCTORS ORDERS
WORKING WITH PATIENTS AND THERE FAMILY