

Brigitte L. VanderSchrier

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Objective:

To secure a position using my knowledge and my willingness to learn to increase profitability and career growth.

Employment History:

National Home Management Solutions

HUD Home Sales & Closings – June 2008-May 2009

- Process contracts, checking for corrections
- Mailing out step 8 packages to closing agents and selling agent
- Appraisal request
- Creating and updating excel spreadsheets
- Red Flag properties for Lead based paint, sending out notification
- Communicate with agents and customers via phone and e-mail
- Creating Fed-ex packages and other administrative duties
- Step 10 filing

The Chapman Law Firm

HUD Home Sales & Closings- January 2008- April 2008

- Communicate with agents and customers via phone and e-mail
- Administrative duties, including facsimile, e-fax, scanner and copier
- Distribute faxes from Listings computer to appropriate department
- Understanding the bidding process, Financing, Cancellation policy, Good Neighbor next door, Dollar Homes & other aspects of the HUD REO properties for questions and answers
- Assisted processing contracts and creating closing instructions

Asset Acceptance LLC

Account Representative- March 2007 through December 2007

- Communicate with customers via outbound/inbound phone calls to secure balance of debt by negotiating payment terms and methods
- Utilize various means of skip tracing to locate customers
- Adhere to FDCPA and state and federal laws and regulations
- Achieve required score on FDCPA test

- Customer Service
- Perform various administrative duties

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Employment History Continued:

Woodard Photographic

- Photographer- October 2006 through March 2007
- Portraiture photography in studio, using digital camera
 - Exercised artistic sensitivity and skill to plan the composition, lighting and Background of each assignment
 - Monitor & assess color balance and make proper color correction adjustments
 - Gained valuable knowledge on lighting and outdoor photography

Sears Portrait Studio

- Studio Associate- March 2004 through May 2004
- Assistant Manager- May 2004 through December 2005
- Studio Manager- January 2006 through October 2006
- Seasonal- November-December 2008
- Portraiture photography in studio, using both film and digital cameras
 - Film Cutting procedures
 - Customer Service
 - Walking clients through the sale process, showing enhancements, packages and

- Up-selling to increase our average sale
- Scheduling appointments
- Setting Profit goals
- Recruit staff and talent, maintain up to date employment records
- Leading my team of photographers in the studio by training and critiquing
- Creating Staffs schedule
- Loss prevention, Cash Control
- Completing quarterly inventory count
- Participating in weekly conference calls to gain valuable information

Education:

Strongsville High School/ Berea High School
Cooperative Business Education

Computer Skills: Microsoft words, Excel, PowerPoint, Express Photo, EMS, Propsales, and General Internet knowledge.