

Philadelphia, Pennsylvania
19135

TIONNAH PLANT

(267) 226-1494
Tp1119@icloud.com

EMPLOYMENT HISTORY

10/2018 - Present	Human Resources Recruiter	P & Q Partners
<ul style="list-style-type: none">• Screening resumes using job boards such as Indeed , Monster , Career Builder and Craigslist.• Making 90-100 outbound calls per day• Scheduling Interviews		
07/2017 - 09/2018	Collections Specialist	Center City Legal Reproductions
<ul style="list-style-type: none">• Medical Procurement• Ensuring billing invoices were correct.• A/R - inputting 50-100k checks per day• Contacting law firms , insurance carriers and lawyers directly for payment via phone , letter and email.		
06/2016 - 07/2017	Active Account Collections Manager	Wilco Electronics
<ul style="list-style-type: none">• Ensuring all bills are paid in a timely manner.• Managing delinquent accounts and past due accounts.• Making 150-200 outbound calls per day regarding payment.• Credit card payment inputs.		
01/2015 - 08/2015	Human Resources Representative	Vertical Screen
<ul style="list-style-type: none">• Conducting background checks.• Verifying employment , education and references.		
09/2014 - 12/2014	Administrative Assistant	Limitless Strategies
<ul style="list-style-type: none">• Making over 100-150 calls per day.• Scheduling Interviews• Filing new hire paperwork		

EDUCATION HISTORY

12/2013	Cheyney University of Pennsylvania	Business, Bachelor's Degree
Some college coursework completed		
06/2011	Benjamin Franklin High School	High School, High School

SKILLS & ABILITIES

Communication	Administration	Microsoft	Typing	Problem Solving
Advanced	Advanced	Advanced	Advanced	Advanced
Time Management				
Advanced				