

Judilynn Jacobs

Objective	To obtain a position which will allow me to continue to challenge myself and provide an opportunity for advancement.	
Experience	May 2005- Present	
	Home Loan Services, Inc. a division of	Pittsburgh, PA
	Bank of America Home Loans	
	Workout Specialist	
	<ul style="list-style-type: none">▪ Advocacy 3rd Party workout specialist.▪ Negotiations▪ Auditing files for the Making Home Affordable Program▪ Monitoring Foreclosure Accounts and Sale dates.	
	Previous experience in Foreclosure, Claims, Sales, Collections, Hope, Triage, Loss Mitigation.	
	Nov. 2002 –May 2005	
	Pembertons (Cleaning & Restoration)	Boston, PA
	Accounts Receivable Manager	
	<ul style="list-style-type: none">▪ Managing Customer Data Base▪ Managing Accounts Receivable▪ Customer Service and Chemical Sales▪ Customer Education and Awareness	
	Nov. 1996 – Nov. 2002	
	South Hills Health System Pittsburgh, PA	
	Registration	
	<ul style="list-style-type: none">▪ Registered Emergency Room Patients▪ Triaged Incoming Patients▪ Coordinated Surgery Schedule▪ Facilitated Customer Service	
	Mar. 1993 – Nov. 1996	
	Dr. Ronald Boron, MD	Clairton, PA
	Accounts Receivable Manager	
	<ul style="list-style-type: none">▪ Managed Billing and Collections▪ Customer Service▪ Assisted in Various Surgeries	
Education	University of Phoenix	Monroeville, PA
	<ul style="list-style-type: none">▪ Graduation Date: June 24, 2006▪ Degree Attained: BS in Business Administration	
Computer Skills	MS-Office Pro (Word, Excel, Access, PowerPoint, Outlook), Internet Applications	