

# TONYA J. JONES

2258 HUNTERS COURT • LITHONIA, GEORGIA 30058  
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## OBJECTIVE

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To serve on the DeKalb District 5 Community Council.

## WORK EXPERIENCE

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2004 – Present SELF EMPLOYED Atlanta, GA

*Real Estate Agent with Solid Source Realty, Inc.*

- Facilitated residential real estate transactions for home buyers and sellers.

2001 – Present SELF EMPLOYED Atlanta, GA

*Real Estate Investor*

- Bought and sold residential real estate for investment purposes.

1997 – 2001 MANHEIM AUTOMOTIVE FINANCIAL SERVICES, INC. Atlanta, GA

*Credit and Collection Analyst*

- Extended lines of credit for used car deal floor plans up to \$150,000.
- Analyzed financial statements, tax returns, UCC filings and credit reports.
- Communicated with auction personnel to ensure auto dealers' compliance with MAFS guidelines.
- Reconciled loss expense account monthly.

1992 – 1997 SPECTRIS TECHNOLOGIES, INC. Decatur, GA

*Accounts Receivable Administrator*

- Monitored approximately \$40 million in accounts for delinquency.
- Analyzed Dun & Bradstreet credit reports and financial statements to extend credit.
- Supervised Invoicing Coordinator and Cash Posting Coordinator.
- Set up progress billing procedures to properly bill construction jobs.
- Reviewed major purchase orders with Customer Service to ensure proper billing.
- Communicated with customers regarding past due accounts.

## EDUCATION

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1982-1986 DILLARD UNIVERSITY New Orleans, LA

*Bachelor of Science in Business Administration*

## REFERENCES

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Available upon request.