



## PROFILE

I have a Bachelor of Science in Business Administration with an emphasis in Entrepreneurship, International Business and Marketing.

For the last 3 years, I have run my own business as a Mobile Notary Public and Loan Signing Agent. I am excited about expanding my work portfolio as I build my future. My background is in accounting and nonprofit work.

## SKILLS

Customer Service	95%
Public Speaking	95%
Collaboration	80%
Communication	95%
Project Management	85%

## CONTACT

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# ERIN LANE

Notary Public/Loan Signing Agent

## EDUCATION AND CERTIFICATION

### Secretary of State

July 2019 – July 2027

Commission #: 2297729

Commissioned as a California Notary Public and privately certified as a Loan Signing Agent within the state of California.

### California State University, Sacramento

May 2011

Bachelor of Science, Business Administration: Entrepreneurship, International Business and Marketing.

## WORK EXPERIENCE

### Independent Contractor, Notary Public and Loan Signing Agent

October 2019–Present

Confirm identities, administer oaths, and notarize according to state standards. Guide clients through documents, ensure all documents are signed, initialed, and dated according to regulatory standards and are returned in a secure and timely manner.

### Freedom Through Education, Accounting Specialist and Event Planner

January 2019–August 2019

Process all accounting transactions and month end closing, prepare financial reports, and coordinate and direct all organizational events.

### Pacific Crest Trail Association, Accounting Specialist

January 2019–July 2019

Process accounting transactions, prepare financial reports, assist in month end closing process and maintain personnel files. Helped create a new Human Resources internal database.

### CA Health Facilities Financing Authority, Treasury Program Officer

June 2016–December 2018

Review and recommend bond, loan and grant applications for funding. Managed and oversaw awarded grants and loans.

### Bayside of South Sacramento Church, Director of Finance

October 2012–June 2016

Oversaw all financial operations. Paid off over \$20K in debt, wrote financial policies and procedures and got all vendor accounts paid up to date.

### Construction Industry Educational Foundation, VP of Operations

July 2011–September 2012

Oversaw day-to-day operations of nonprofit activities and mentorships as well as coordinate and direct all organizational events. Successfully increased money raised and given out through scholarships.