

Robert Smith

Negotiator/Executive

PERSONAL STATEMENT

Experienced and accomplished certified Peace Officer and Criminal Investigator looking to leverage extensive background in law enforcement, firearms training.

WORK EXPERIENCE

Negotiator/Executive

ABC Corporation - July 2007 - December 2008

Responsibilities:

- Calculated acceptable percentages for settlement according to guidelines set forth by the department.
- Worked assigned queue of clients in order to achieve goals and objectives.
- Reviewed clients banking account to determine funds necessary to complete settlement and payment of company fees.
- Gathered and submitted the required documentation for approval and payment of accounts.
- Responsible for transmittal and receipt of various e-faxes to and from enrolled clients creditors collection agencies and out of state attorneys offices.
- Responsible for reports, and various other tasks assigned by direct supervisor(s). Inventory management Facility management.
- Responsible for calculating acceptable percentages for settlement according to guidelines set forth by department.

Negotiator

ABC Corporation - 2005 - 2007

Responsibilities:

- Maintained a portfolio of loans on behalf of Bank of America.
- Worked with borrowers to complete short sales under the Home Affordable Foreclosure Alternative program.
- Maintained a portfolio of loans on behalf of Bank of America.
- Worked with borrowers to complete short sales under the Home Affordable Foreclosure Alternative program.
- Coordinated short sale negotiations with title companies, buyers, sellers and junior claim holders.
- Conducted business while adhering to internal policies along with strict government regulation.
- Handled 35-60 successful short sale transactions on a monthly basis with minimal oversight by senior staff.

Education

GENERAL - 1993(PHOENIX COMMUNITY COLLEGE)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Communication Skills,
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)