

ROBERT SMITH

Asst. Signing Agent

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Seeking a Signing Agent position that will utilize background, expand my knowledge, and offer opportunities for personal and professional growth.

MARCH 2003 - MARCH 2007

ASST. SIGNING AGENT - ABC CORPORATION

- Obtained and notarized these documents with the purpose of closing the loan transactions (especially real estate loans).
- Briefly explained the important parts of the loan to clients.
- Educated on the type of loan they obtained, interest rate fixed/variable, and term.
- Advised clients of their first due date, monthly payment, if loan impounded or not (taxes/insurance included or not).
- Advised of grace days and penalties if payment not made.
- Identified the client with their proper identification and witnessed the client(s) signature on all important documents.
- Held meetings with clients for closing document signings and loan documentation signing.

2000 - 2003

SIGNING AGENT - DELTA CORPORATION

- Here at Macys me and my team members work diligently to get the stores signs adjusted and displayed before the store opens.
- OCT 2013-NOV 2015 Ensured the proper signing of home loan documents Executed the signing at the borrowers home or place of business on behalf of .
- Held meetings with clients for closing document signings and loan documentation signing.
- Presented documented information for client records and process completion.
- Confirmed proper documentation and processed signed documentation with title companies.
- Managed customer accounts consisting of invoicing and AR.
- for title companies, banks, credit unions and numerous signing agencies.

EDUCATION

Business administration - January 1991(Consumnes Community College - Sacramento, CA)

SKILLS

Management, Organizing.