

ROBERT SMITH

Litigation Specialist/Executive

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Thirteen years in the mortgage servicing industry including management, litigation, managing and reporting on high risk portfolios, claims recovery, loan liquidations, foreclosures, acquisitions, and administrative support.

CORE COMPETENCIES

Legal Research, litigation, litigation, Microsoft Office, Customer Service, Collections, Communication, Leadership Skills, Conflict Resolution, Problem Solving, Records Management, Case Management, Analytical Skills, Detail Oriented.

PROFESSIONAL EXPERIENCE

Litigation Specialist/Executive

PennyMac Loan Services - April 2015 – 2020

Key Deliverables:

- Manage a portfolio of contested, litigated, and title matters.
- Analyze pleadings, loan data, and procedures to determine merit.
- Assess potential risk and cost analysis case by case.
- Communicate with counsel to determine a plan of action for resolution, while complying with state law and investor guidelines.
- Present high risk cases in weekly assessment meetings with senior management.
- Appear for mediation, deposition, and trial, in person and over the phone, as needed.
- Identify procedure gaps and system breaks in origination and loan servicing; provide suggestions to repair these gaps or breaks.

Litigation Specialist

ABC Corporation - 2010 – 2015

Key Deliverables:

- Hired to head up new Client Services department.
- Managed mortgage servicing operations.
- Familiar with laws and regulations for foreclosure and bankruptcy stipulations in 17 different states.
- Made decisions based on the client and their financial investment portfolios.
- Acted as a liaison between company-held portfolio and investor services.
- Monitored all relevant legal procedures pertaining to real estate foreclosures in 17 states; reviewed and assessed bankruptcies, stipulations of settlement, title claims and managed REO properties.
- Coordinated reporting to investors and marketing of real estate owned properties..

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EDUCATION

Legal - (Tarrant County College)

