

ROBERT SMITH

Signing Agent/Representative

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SUMMARY

Experience in customer service with a proven record of accomplishment in the areas of sales, customer relations, scheduling, and general office operations.

SKILLS

Microsoft, Typing 45 Wpm, Customer Service.

WORK EXPERIENCE

Signing Agent/Representative

ABC Corporation - October 2007 – October 2012

- Closed housing loans for various lenders.
- Received and print all loan documents.
- Contacted borrower to verify documents needed, directions to signing location, and signing time.
- Reviewed with borrower and witness signing of loan documents, notarizing as necessary.
- Faxed and documents needed by lender, and package and overnight original documents.
- Passed NNA Certified Signing Agent course and background screening.
- Recorded on all signing companies that have worked with.

Signing Agent

Delta Corporation - 2003 – 2007

- Notarizing mortgage documents with clients for refinancing and purchasing residential and commercial properties Mobile notary.
- Provided Mobile Notary Closer services to various lenders, closing at borrowers convenience and returning completed loan closing documents.
- Reviewed completed signed mortgage packages for title and legal description accuracy.
- Duties & Responsibilities Work Independently, Notarize documents, work with title companies, prepare & present mortgage documents.
- Commission expires April 27, 2015 for Monroe County, NNA Certified & Background Screened for Notary Signing Agent Services.
- Responsible for notarizing various documents car titles, purchase and refi loan documents, and affidavits Customer Service for clients Transport .
- Started working for TRG in 2012 and was laid off due to volume but was brought back once volume picked back up and am presently still employed with .

SCHOLASTICS

- Associates In Business Administration - (Aims Community College - Orange, CA)