

ROBERT SMITH

Signing Agent II

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SUMMARY

Dedicated and focused Project Coordinator who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals.

CORE COMPETENCIES

Type 60 Wpm, 10-Key, Desktop Publishing, Event Planning.

PROFESSIONAL EXPERIENCE

Signing Agent II

ABC Corporation - May 2013 – October 2015

Key Deliverables:

- Completed signing and closing process.
- Ensured all information is complete and accurate and that all standards.
- Prepared and reviewed loan closing documents.
- Interfaced with banks, funding sources, and closing agents.
- Accomplished accurate and timely closing and funding of Credit Officers and Loan Administrators.
- Reviewed and analyzed specific items to assure loans are ready to close.
- Booked and disbursed the loan. Callback loans closed and booked by others.

Signing Agent

Delta Corporation - 2009 – 2013

Key Deliverables:

- contractor) Present and notarize loan documents for real estate transactions.
- Went through each section when we had sales and put up signs I prepped for the next day sales and made sure the prices were correct on the merchandise.
- Made sure that the correct clothing was in th correct spot and made presentable for the customers when the store opened.
- If a customer needed help I assisted to the best of my abilities but if I could not help them then I escorted them to someone that would.
- To receive certification, a complete background check, mandatory training and notary bond must be completed.
- Am licensed and certified in the State of California.
- Responsible for receiving Loan documents for clients to sign before me as required to complete transactions For title, Escrow and Mortgage lenders.

EDUCATION

- Bachelor of Science in Sociology - (University of Alabama - Birmingham, AL)