

# ROBERT SMITH

## Associate Signing Agent

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

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### SUMMARY

To obtain a Signing Agent, so that can support not only but family. Also to branch out and meet others and learn different skills, that will later serve well down the road in life. Ability Summary able to multitask and learn things very quickly.

### CORE COMPETENCIES

Microsoft Office, Management.

### PROFESSIONAL EXPERIENCE

#### Associate Signing Agent

**Signing Companies And Lenders - March 2002 – 2020**

##### Key Deliverables:

- Confirmed appointments with customers, print loan packages for new home purchases and home refinances.
- Met the borrowers to explain and help them complete their loan package.
- Notarized the packages and ship them back to the title companies.
- Developed a system for invoicing and recording receipt of payments.
- Awarded the designation of a White Glove signing agent with multiple companies, meaning loan documents were returned on time and error-free Received excellent ratings from borrowers.
- Approved Closing Agent, Loan Modifications, Mortgage Applications, Professional & Accurate, Experienced & Reliable, Knowledgeable & Timely, Dependable & Courteous.
- Insured & Bonded, Email Documents, Fax Documents, Overnight Delivery, Saturday Signings back by Monday.

#### Signing Agent

**Delta Corporation - 2001 – 2002**

##### Key Deliverables:

- Closed over 20 loans per week for a variety of different mortgage lenders/banks - 2,500 error free loans closed Consistent positive feedback from the .
- Pittsburgh, Pa.
- November 2008 to Current Public Notary Performing Notarial acts permitted by Pennsylvania Notary Public Law Signing Agent service for Settlement .
- Notarizing mortgage documents Refinances on homes FHA/VA loans Notary.
- and San Diego CA.
- Ensure that loan documents are properly executed by all parties involved, notarized, and returned promptly for processing to the appropriate title .
- My job was to verify a sign.

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### EDUCATION

Business Administration - 1998(Collin County Community College - Plano, TX)

