

ROBERT SMITH

Signing Agent I

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Positive and cooperative demeanor. Ability to constructively collaborate and move forward with common goals. Industrious, kind with great listening skills. Technical and theoretical accounting and business ability.

EXPERIENCE

Signing Agent I

Mobile Notary - FEBRUARY 2012 - 2020

- Provides Mobile Notary Signing Agent services to various lenders, closing at borrowers convenience and returning completed loan closing documents.
- Receives closing package via e-mail from title company.
- Prints required number of copies for signature(s); copy(ies) to title company.
- Maximizes closing checklist to review accuracy & acknowledgement of all documents.
- Documents are reviewed & explained to borrower(s) and notarized.
- Prepares FedEx/UPS packages & labels to be mailed to title company.
- Responsible for Sale & Purchase contracts, Refinancing, Reverse Mortgages, Mortgage Restructure, Applications, FHA 1st & 2nd, VA Mortgage, Deed in Lieu, various other legal documents.

Signing Agent

Delta Corporation - 2008 - 2012

- Signing Agent on Refi, Texas cash out, Reverse Mortgages, Tax Loans, Buyers Packages, and Sellers Packages.
- Completing Over 300 signing.
- Signing and notarization of mortgage loan documents for various escrow companies.
- Worked on an independent basis, handled mortgage loan closings.
- Processed 30-40 loan closings per month.
- Contracted with various local firms.
- Chief Proctor, CPS/HR Consulting, Sacramento, CA.

EDUCATION

- High School Diploma In General - (Vincent Middle High School)

SKILLS

Sales, Business Management, Bookkeeping.