

Robert Smith

Signing Agent

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SUMMARY

Extremely motivated and result-driven professional with exceptional banking and administrative skills and a background in the following broad-based competencies.

SKILLS

Internationally published poet, Campaign Manager, Fully-functioning.

WORK EXPERIENCE

Signing Agent

Certified NC Mobile Notary - September 2012 - 2020

- Ensured all lender requirements are met.
- Conducted quality checks on loan documentation submitted.
- Complied with privacy laws by properly disposing of non-processed paperwork with personal and financial data.
- Increased customer satisfaction by facilitating the end-to-end closing process.
- Collected funds, and explaining the post-closing process to the mortgagee.
- Scheduled staff assignments meet client completion expectations.
- Performed accounts payable and receivable, and manage payroll.

Signing Agent

Delta Corporation - 2009 - 2012

- Traveled to borrowers homes or office to complete loan documents for real estate, refinancing and modifications.
- Perform duties properly and ethically.
- Maintain proper procedures, files and regulations.
- The safeguarding of borrowers private financial information.
- Getting loan package back to lender in a timely manner.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

High School Diploma - (Lafayette High School)