

## Signing Agent

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## Objective

Employment where capable of providing excellent customer service and demonstrate eagerness to acquire more knowledge and practical business and communication skills to expand all abilities.

## Skills

Technical Skills, Management.

## Work Experience

### Signing Agent

**ABC Corporation** - 2000 - 2000

- Responsible for correctly notarizing, explaining, and the accurate signing of complex loan documents for multiple title companies.
- Checked and maintained proper E & O insurance.
- Produced Merchandiser, COSTCO Responsible for displaying, rotating.
- Culled of fresh produce in high volume retail environment.
- Signed placement using COSTCOs established procedures.
- Responsible for developing, distributing, and maintaining high standards.
- Worked with vendors, suppliers, management, promotional companies.

### Signing Agent

**Delta Corporation** - 2008 - 2014

- A commissioned Notary Public who specializes in the process of obtaining and notarizing the signatures of the party(ies) involved on real estate loan .
- Certification through National Notary Association (NNA), document preparation (prepare & print), borrower identity acknowledgment, Mortgage or Deed .
- Mortgages, refinances, reversible, auto.
- Notarize loan documents.
- Work directly with clients to ensure proper signing of documents Notarization of specific documents Maintain high levels of accuracy and .
- Traveled to clients home to close mortgage refinances and HELOCs.
- Worked closely with title companies and signing agencies to ensure proper procedure and customer satisfaction.

## Education

BS in Business - (University of West Florida)