

# Robert Smith

## Associate Negotiator

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## SUMMARY

Looking for a Full Time Position within company, preferably in the administrative or reception type position.

## SKILLS

Analytical Skills, Critical Thinking.

## WORK EXPERIENCE

### Associate Negotiator

ABC Corporation - 2007 - November 2012

- Maintained a portfolio of loans on behalf of Bank of America.
- Worked with borrowers to complete short sales under the Home Affordable Foreclosure Alternative program.
- Maintained a portfolio of loans on behalf of Bank of America.
- Worked with borrowers to complete short sales under the Home Affordable Foreclosure Alternative program.
- Coordinated short sale negotiations with title companies, buyers, sellers, and junior claim holders.
- Conducted business while adhering to internal policies along with strict government regulation.
- Handled successful short sale transactions on a monthly basis with minimal oversight by senior staff.

### NEGOTIATOR

ABC Corporation - 2003 - 2007

- Worked with clients and real-estate agents to complete short sales of homes.
- Collected offer documents and made sure they were accurate.
- Worked with the underwriter to make sure the clients qualified for the mortgage.
- Maintained 60 loans a month.
- It was a very fast pace environment.
- Was very detail oriented and self-motivated.
- This is Dummy Description data, Replace with job description relevant to your current role.

## EDUCATION

Information Technology - (Erie Community College - Orchard Park, NY)