

Robert Smith

Signing Agent II

PERSONAL STATEMENT

To obtain a Signing Agent position which will allow to use varied training and experience to bring the highest level of ability and professionalism to a position with the goal of growth personally and professionally.

WORK EXPERIENCE

Signing Agent II

ABC Corporation - February 2005 - December 2006

Responsibilities:

- Worked as an independent contractor with multiple real estate and mortgage brokers.
- Responsible for duties included origination and pricing of mortgage loans, processing files conditions and closings.
- Assisted with the interviewing and hiring of loan officers.
- Underwrote packages prior to submission to lenders.
- Taught loan officers and office personnel techniques for qualifying borrowers and legally mandatory disclosures.
- Responsible to work as an escrow coordinator.
- Took care of own office needs including scheduling, accounts receivable, accounts payable, filing, correspondence and customer service.

Signing Agent

Delta Corporation - 2003 - 2005

Responsibilities:

- Metro Area Conducted home refinance, auto, first, second and investment property purchases, lines of credit, power of attorney, sellers package, .
- Am the liaison between the title company and the borrower.
- Complete the closings, explain all documents to the borrower and return the signed package to the bank or title companies.
- Prepare and close documents, print and copy loan documents, verify and identify the borrower, introduce documents to borrower, assists in expediting .
- Skills Used Certification through the National Notary Association, Commissioned Notary Republic.
- Conduct real estate transactions for national and local title companies, signing services, lenders and attorneys as an independent contractor.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Business College - (Ozark Technical Community College - Modesto, CA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Management,
Organizing.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)