**PAMELA LEONARD**

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**SUMMARY**

Enthusiastic, self-starter, motivated, and skilled employee with over 20 years working experience in a diverse office environment, with success using MS Word, Excel, PowerPoint and Outlook. A team player whom works collaboratively, and effectively communicates with all levels of managers and team associates. Have been considered a master at multitasking that completes all assigned tasks within the allotted time frame.

**SKILLS**

* Accounts Receivable
* Administrative Assistant
* Alpha/Numeric Data Entry
* AS400
* Document Filing and Control
* Entry-Level Human Resources
* Expert Time Management Skills
* Flexible and willing to learn and be utilized in all areas needed
* Lockbox Processing
* Microsoft Office
* Mortgage Loan Document Processing
* Mortgage Servicing (Document Processing)
* Notary Public/Certified Signing Agent
* Payroll Processing
* Process and Balancing ATM Deposits
* Remittance Processing/Banking Operations

**EXPERIENCE**

**Bank of America**

Fort Worth, TX

**Mortgage Loan Post Closing Specialist** 10/2012 to 11/2017

* Inspect and review of all loan documents making sure they do not contain any errors
* Daily maintenance of all files hard copies making sure they are secure
* Multitask between closing duties and administrative duties
* Enter mortgage documents into the banking system
* Reviewed bankruptcy files and then routed to bankruptcy department
* Prepare closing documents to be sent out to the different custodians
* All Administrative Assistant responsibilities
* Operate various computer and office equipment

Cornerstone Staffing

Arlington, TX

Data Entry Clerk (Temporary Job Assignment) 6/21/2018-6/29/2018

* Enter the voter’s information into the Dallas County database system
* Validate the voter’s information so that the voter’s card could be mailed out

**TSR Consulting**

Edison, NJ

**Senior Document Specialist** 0730/2018-03/01/2019

**(Contract job assignment for Citigroup in Irving TX)**

* Inserting client account data by inputting text and numerical information from company documents into Excel spreadsheets
* Data review for deficiencies or errors
* Make corrections to inaccuracies and validate the output
* Keep all information confidential
* Confirm and if needed correct data that is presented for data capture to align to the information on the documents
* Quality control of all commercial account updates

**Key Energy Services**

Shreveport, LA

**Accounts Receivable & Payroll Clerk** 05/2007 to 07/2010

* Data Entry, input and balance of revenue.
* Input and balance of payroll for 50 employees.
* Generated reports by end of day deadline and submitted to the appropriate managers

\*The Shreveport, La company location has been closed and the home office is located in Midland TX

**EDUCATION**

**Bachelor of Science: Business Administration/Human Resources Management**

Columbia Southern University, Orange Beach, AL

**CERTIFICATION**

Notary Public

Certified Signing Agent