

ROBERT SMITH

Bankruptcy Analyst II

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Over 3 years of experience Bankruptcy Analyst to monitor the progress of foreclosure legal process and bankruptcy filings until account is paid current or mortgage is foreclosed upon. Manage the disposition of the REO if the Bank is the highest bid at the foreclosure sale.

EXPERIENCE

Bankruptcy Analyst II

ABC Corporation - AUGUST 1993 - AUGUST 1998

- Trained new reps and confirming they understand the task and goals to be performed.
- Answered questions for confirmation and clarification purposes.
- Achieved the expected productivity goals for tasks as set by management.
- Maintained the expected high level of accuracy and efficiency in performing all tasks.
- Evaluated the value of collateral securing the loan, based on the fair market retail value.
- Completed accounting for record-keeping pertaining to payment on accounts to ensure all funds are posted correctly.
- Reviewed legal documents including deeds, notes, assignments, affidavits, etc.

Bankruptcy Analyst

Delta Corporation - 1992 - 1993

- Processed bankruptcy documents as they pertained to student loans.
- Filed proofs of claim with all courts within the United States and Puerto Rico, worked with other student loan lenders and guarantors to ensure.
- Provided customer service for borrowers, internal and external clients, and trustee offices.
- Often called upon for special tasks and to train other employees in new processes.
- Prepared financial reporting and analysis and evaluated customer contracts and financial statements.
- Examined, analyzed, and maintained financial statements of bankrupt debtors and customers accounts; Assisted the Office of the General Counsel.
- Work with people bankruptcy claims, file customer information, and put information in the database.

EDUCATION

- Paralegal Studies - 2012(L.A Mission College)

SKILLS

Customer Service, Data Entry Clerk, Banking.