Closing Agent I

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

Extensive customer service, real estate, administrative and reporting background, resulting in strong interactive, negotiation. Prepare final accounting sheet and proper notifications to management of all completed and closed files. Assist other internal divisions by providing timely information on sales, refinancing, and sublets/renewals.

Skills

Experienced Notary Signing Agent with Closing Packages, Data Entry, Organizational , Problem Solver.

Work Experience

Closing Agent I

ABC Corporation - June 2001 – April 2004

- Conducted insured closing for brokers, banks, and lenders.
- Notary for the state of Wisconsin.
- Managed real estate files for realtor, brokers, and customers to ensure purchases were done correctly and all stipulations have been met.
- Imputed and checked 1031 exchanges to ensure all information was collected and is correct.
- Marketing and Promoting the company to find new business.
- Supervised the funding department.
- Identifying misappropriated or uncollected monies.

Closing Agent

Delta Corporation - 1996 – 2001

- Document responsible party analysis for Post Closing conditions Investor conditions report after delivery with responsible party analysis Responsible.
- Order Entry.
- Work directly with real estate agents and lenders to complete Closing documents including Closing Statements, Deeds and HUD Statements.
- Perform real estate closings.
- Disburse all funds related to sales and refinances.
- Scheduling, document preparation, closing and funding conventional and government residential mortgage transactions for Internal and external retail.
- Continually conferred with borrowers, title companies and attorneys given each entity an opportunity to check loan documents before signing, fast.

Education

Accounting- (Kiefer School of Real Estate - Pensacola, FL)

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines