Post Closing Coordinator

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

Overall professional experiences include but are not limited to: Strategic Sales, Total Quality Management, negotiating contracts, project management for Fortune companies, supervising support staff, growing company revenue streams, optimization planning, implementing new business strategies, public relations, and working with different size companies providing both tangible and intangible business solutions.

Skills

Customer Service, Time Management, Microsoft Office, Excel, Inventory Management, Trainer, Vendor Relations, Scheduling.

Work Experience

Post Closing Coordinator

ABC Corporation - July 2010 – August 2013

- Coordinated closing activities from contract to close for 5 Realtors, typically 10 - 20 transactions per month.
- Communicated with clients, agents and third party service providers for execution of all closing documents needed.
- Negotiated repairs, price changes, leases, and other material changes to the contract.
- Monitored closing process, resolving issues between parties, seeking a win-win solution.
- Communicated frequently with clients, other agents, inspectors, appraisers, mortgage lenders, title companies, and other service providers throughout the process to accomplish goals, follow-up and meet deadlines.
- Prepared weekly/monthly reports, coordinated gifts for clients, planned team events, and worked on special projects.
- Consistently received positive feedback from clients, agents and vendors regarding communication skills, customer service skills and knowledge.

Closing Coordinator

ABC Corporation - 2007 – 2010

- Responsible for performing quality control on the loan file when it is cleared to close.
- Utilize the Quality Control checklist to ensure all docs needed for preparation of closing docs are uploaded in E-folder.
- Ensure that the docs are accurate with respect to loan amount, rate, address and other pertinent information required per the checklist.
- To ensure this information is reflected correctly on underwriting docs and Pre-closing docs.
- Continuous contact with branch loan officers and processors to get the file prepared for closing in a timely manner.
- Maintain contact with underwriter and underwriting coordinator if any other corrections or information is needed.
- Reason for leaving - laid Off.

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

Education

License in Texas Real Estate - 2002(Leonard Hawes Real Estate School - Real, Texas, US)

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