ROBERT SMITH

Loans Closing Coordinator

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Business professional with 10 years' experience in the banking/mortgage lending industry, and administrative support. 1 year experience logistics industry Skilled Loan Processor, Loan Adjustor, in a call center environment Knowledge of FHA, VA, Conventional, Fannie Mae, Freddie Mac Experienced in pipeline management in a paperless environment.

EXPERIENCE

Loans Closing Coordinator

ABC Corporation - OCTOBER 2008 – SEPTEMBER 2010

- Ensured real estate closings took place by contract deadline while adhering to compliance standards.
- Reviewed, amended, and approved HUD-1 Settlement Statements.
- Acted as the liaison between Asset Manager and listing agent, selling agent, closing agent and/or Title Company.
- Worked together with Asset Managers and Title Curative to ensure closings were on schedule and solve any problems that arose.
- Established initial requests for loan documentation, ensuring all closing Management documents contained correct vesting, and were properly executed according to contract terms and handled post-closing issues.
- Reviewed and completed daily productivity statistics and reporting.
- Developed and managed positive relationships with attorneys, vendors, title companies, closing agents, and listing/selling agents.

Closing Coordinator

ABC Corporation - 2007 – 2008

- Responsible for monitoring loans in approved/committed and clear to close to ensure a timely closings consistent with turn time expectations.
- Assist origination staff with obtaining conditions to clear the loan for closing.
- Responsible for closing document preparation following the investor guidelines.
- Preparation of HUDs for closings and making necessary adjustments to ensure loan closes accoring to Investor guidelines.
- Preparation Pre-HUDSs to ensure HARP loans are closing according to guidelines.
- Scheduling and maintianing closing calander.
- Review of documents post cloisng to ensure all documentation was completed according to lender guidelines..

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EDUCATION

- Some college in Finance - 1991(Red Rocks Community College - Lakewood, CO)

SKILLS

Computer Skills: Microsoft Word, Phone,.