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

Highly motivated and accomplished Senior Escrow Officer. Proven success in leading my team in funding a high volume of loans and exceeding goals, while maintaining a strong focus on client service, support and file management. Energetic, efficient and well organized with strong logic skills and attention to detail.

Skills

Word and Excel, Customer Service, Teamwork, Accounting.

Work Experience

Closing Coordinator

ServiceLink Of Texas, LLC - March 2015 – 2019

- Review Work in Progress report to ensure completion Responsible for closing documents in accordance with state requirements and client instructions.
- Secure lender approval of loan closing document.
- Address inquiries from clients, borrowers, agents and internal staff professionally and in a timely manner.
- Confirm closing dates, location, documentation, and funds due at closing with borrowers.
- Ability to meet deadlines and specific time frames.
- Ability to multitask and work on pressure.
- Maintain open communication with team members and upper management.

Closing Coordinator

Continental Real Estate Services - 2014 – 2015

- Responsibilities Manage REO account preparing Contracts, Closing documents, deeds, etc.
- General management of communication between multiple title companies, listing agents, selling agents and seller.
- Reviewing and submitting all Closing docs to Seller for approval, obtaining and reviewing all post Closing docs, tracking the sellers proceeds and Closing out the files.
- General maintenance of account.
- Proficient with Word, Excell, and various software systems.
- Sincerely, V.
- Sartain.

Education

Technology - 2002(Houston Community College)

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