

ROBERT SMITH

Collateral Specialist

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As a Collateral Specialist, responsible for Preparing Assignment of Mortgages, Satisfaction of Mortgages, and CEMA documents and arranges for execution, as required, and also Performing periodic performance audits of lien release vendor.

1997 - 1998

COLLATERAL SPECIALIST - ABC CORPORATION

- Maintained data in member records.
- Matched titles to member accounts with attention to detail.
- Researched titles. Answered member inquiries.
- Helped with the transition from paper record to the computerized system.
- Did necessary data entry to update collateral.
- Filled and maintained all actual collateral instruments in a designated safe environment.
- Performed other duties as assigned such as Checking to see if the customers have registered the loan through the MERS website.

1996 - 1997

COLLATERAL SPECIALIST - DELTA CORPORATION

- Resolved customer complaints & answer customers questions regarding policies and procedures.
- Placing orders via e-mail, phone, and fax Responsible for filing records management.
- Met clients at the clerks office for filing of mortgages, cc, & vehicle titles.
- Coordinates with multiple Document Custodians, Servicers (Bank of New York Mellon, Deutsche Bank, ReconTrust, JPMorgan Chase, and Bank of America).
- Responsible for reviewing weekly collateral exception reports from Document Custodians and curing exceptions/deficiencies for Recertification.
- Provide status updates and feedback to Document Custodians and Servicers on weekly Exception Reports Responsible for release requests on Paid Off.
- Coordinates with Vendors to procure/retrieve documents to provide to custodians (Assignment of Mortgage, Deed of Trust, Title Policy, and Lost Note).

EDUCATION

High School Diploma



SKILLS

MS Office, Maintenance SKills, Documenting Skills.