

Document Retrieval Specialist

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Objective

Experienced and stellar document retrieval Specialist with 5+ years' office experience seeks office positions, where my skills can be utilized and enhanced.

Skills

50+ Wpm, Organizational Skills, Multi-tasker, Advanced In All Microsoft Office Programs.

Work Experience

Document Retrieval Specialist

ABC Corporation - October 2011 – 2011

- Met or exceeded Quality Objectives established by the Document Retrieval department.
- Maintained history of daily assignments in tracking database.
- Maintained awareness of and ensure adherence to ZELIS standards regarding privacy.
- Maintained an organized bin rotation of all work orders in your control, as defined by office procedure.
- Checked all incoming records for quality and accuracy.
- Routed work orders to appropriate departments in a timely manner, as defined by office procedure.
- Reported daily productivity numbers to your manager/supervisor.

Document Retrieval Specialist

Delta Corporation - 2006 – 2011

- Worked in an ownership environment on 130 plus loans contacting clients to collect documents for modifications for all investors; Fannie Mae, Freddie .
- Processed proper reviews of modification documents to fulfillment and placed foreclosure postponements to provide underwriting adequate time to .
- Retrieve public records, Scan requested documents, Email customer requests to supervisor, manage copy billing spreadsheets(excel), Create new client .
- Processed attorneys requests for documents needed during the foreclosure or bankruptcy processes in a timely manner which resulted in meeting .
- Utilized client systems (MSP, Fiserv) effectively for the use of identifying various documents needed throughout the foreclosure or bankruptcy .
- Communicated with patients to get correct information which was needed to bill their insurance.
- Communicated with the doctors to obtain the necessary paperwork needed to bill the insurance company.

Education

GED