

Robert Smith

Document Retrieval Specialist

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SUMMARY

A Document Retrieval Specialist position utilizing my experience and skills: Superior knowledge of Medical Coding and Terminology, UB-92, and HCFA Outstanding Analysis, Processing, and Reports Highly Effective Organization and Problem Resolution Expert Communication and Teamwork Extensive Experience in Data Entry Processing.

SKILLS

Document Retrieval, Quality Assurance For Foreclosure And Bankruptcy Procedures, Processing Payoffs And Reinstatements, Highly Knowledgeable Using LPS Desktop, MSP And Fiserv.

WORK EXPERIENCE

Document Retrieval Specialist

ABC Corporation - July 2013 - August 2013

- Retrieved Original or copy of Mortgage Documents from various Clients systems and provided to the Foreclosure Attorneys honoring their Docs.
- Conducted research via telephone, internet and other reference materials to identify or confirm proper accounts for custodians of records -Follow up .
- Responsible for verifying foreclosure documents to ensure quality metrics are consistently met.
- Accessed the internal customer database to enter information such as name, title, state and county to ensure that all contents of the file are .
- Maintained production tracking sheet, including updating systems to reflect document completion.
- Performed administrative tasks, including completing Fortracs work queue request for loan set up and completing document copy requests received by .
- Performed data entry and scanning services for the Miami-Dade Courthouse and I downloaded, saved, and submitted court documents, through Dropbox, for .

Document Retrieval Specialist

Delta Corporation - 2008 - 2013

- Scanned, filed, copied, and faxed documents Prepared different assignments for mortgage companies Provided various services for different lenders .
- Pulled requested documents for clients & - Researched using different systems & - Working in a fast pace environment & Clerical and filing.
- Administration for Children Services) Performed an audit for (ACS) to make sure families was receiving proper services Retrieved various court .
- Help consumer with eating, grooming, dressing, bathing, and toileting Assist consumer with their mobility including lifting them from a seated or .
- Help consumer develop living skills such as cooking, money management, household shopping, doing laundry, personal hygiene, teach work-related skills .
- Serve as mentor, coach the consumer using approved techniques and strategies, use approved physical intervention techniques when necessary to protect.
- Inbound/ outbound calls made as third party for Citibank Mortgage Corporation connecting with existing mortgage clients for several different.

EDUCATION

GED