

ROBERT SMITH

Document Review Specialist/Co-ordinator

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

To secure a position as a valued member of company that leverages accomplishments, hard work ethics, leadership expertise and organizational abilities.

SKILLS

Verbal Communication Skills, Listening Skills.

WORK EXPERIENCE

Document Review Specialist/Co-ordinator

ABC Corporation - October 2012 – January 2016

- Responsible for performing audits on loans to ensure compliance and agency guidelines are met.
- Recorded and document results and compare to expected results.
- Responsible for performed Sworn Document audits.
- Responsible for verified loans and ensuring they meet internal control standards and regulatory requirements.
- Responsible for identified and reported incidences of regulatory and compliance events by reviewing the accuracy and completeness of loan
- Responsible for determining gaps in process and procedures, questioning the integrity of data and adherence to processing and servicing standards, policies and procedures.
- Accountable for analyzed issues, improving processes and providing recommendations for improvements.

Document Review Specialist

ABC Corporation - 2008 – 2012

- As a Document Specialist I was primarily responsible for processing and analyzing various legal documents served to Chase from all 50 states.) Selected Contributions Excellent attention to detail/reading comprehension skills.
- Responsible for managing all client accounts while confidentially verifying client background information.
- Analyzed and managed client information received for consideration before placing holds on eligible accounts.
- Identify and communicate opportunities for process improvement.
- Ability to index and extract data from complex legal documents.
- Compro Tax - Columbus, OH.
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Masters of Criminal Justice in Criminal Justice - (School of Science)