

Robert Smith

Asst. Document Review Specialist

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SUMMARY

To obtain a long term position within an organization where can grow professionally and further enhance skills, knowledge, and experience.

SKILLS

Management, Team Leader, Data Entry, Customer Service.

WORK EXPERIENCE

Asst. Document Review Specialist

ABC Corporation - January 2016 - November 2016

- Responsible for processed all assigned Initial and Final Collateral reviews in a timely and accurate manner.
- Reviewed requirements of each Servicing Level Agreement.
- Verified mortgage loan documents (single-family, commercial, auto, manufactured homes, student and timeshares).
- Identified the category of each collateral file.
- Performed a review of collateral and documents to ensure documents meet agency guidelines.
- Filed collateral document and update system of record accordingly.
- Shipped and track incoming and outgoing packages.

Document Review Specialist

ABC Corporation - 2011 - 2016

- Coded and indexed highly confidential legal documents relevant to client specifications.
- Data entry.
- Performed quality control assurance for errors on finished products pertaining to oil, gas and medical civil law suits.
- Filed completed documents in alpha/numerical order.
- Prepared documents for pickup/delivery.
- Trained and monitored a 30 to 45 person team on coding/scanning procedures including software and hardware..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

High school or equivalent in Business, Management, Accounting - 1983(Business Management Center - Dallas, TX)