

Robert Smith

Documentation Analyst

CONTACT DETAILS

1737 Marshville Road,
Alabama
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SKILLS

Detail Oriented,
Customer Service
Oriented, Ability.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

Financial Services professional with extensive domestic and international banking experience delivering profitable results. Extensive familiarity with knowledge of Microsoft applications, Lotus Notes, Salesforce, Google Chrome, ImageNow, Quadra, and Attachmate-FDR and ACLS systems. Excellent knowledge of general ledger and accounting principles. Excellent time-management skills to meet deadlines and productivity targets.

WORK EXPERIENCE

Documentation Analyst

ABC Corporation - May 1999 - September 2010

Responsibilities:

- Accountable for loan funding and legal file documentation review process and procedures including all updates and on-going standardization discussions.
- Responsible for reconciling all associated general ledger accounts on a daily basis and other customer accounts impacted by the funding process.
- Managed wire transfer requests to ensure the appropriate criteria for processing customer accounts, resulted in the timely and accurate release of wire transfer funds on the MTS/VRS systems.
- Assisted colleagues with the associated wire process for clear communication and verification to the client for receipt of funds.
- Worked to obtain and maintain knowledge base with regard to credit policy, state commercial loan requirements, and bank product structure led to analyzing, preparing, and reviewing commercial loan documentation for simple and complex loan structures for a variety of business lines.
- Developed the process for categorizing and assigning reports to achieve maximum efficiency in reviewing and reporting exceptions which led to minimal supervision of the legal files.
- Created and modified legal documentation for commercial loans for clients to sign for finalizing various product lines.

Documentation Analyst

Delta Corporation - 1996 - 1999

Responsibilities:

- Reviewed, obtained signature(s) and returned relationship documentation to counterparties, including swap, brokerage, futures, repo, energy, .
- Analyze assigned documents, proofreading and carrying out of text and lay-out corrections according to specifications and standards.
- Assist primary documents analyst with work load according to assignments; review, organize and file companys important documents; deal with .
- Assisted and supported documentation development for existing and new processes - Revised document filing system and location of

- electronic files - .
- Rio de Janeiro.
- Assisted and supported documentation development for existing and new processes - Revised document filing system and location of electronic files - .
- Preparation of legal contracts for E-Z-GO Gold equipment Negotiation of contracts and building business relationships with attorneys and customers .

Education

Bachelor of Science in Management - (University of Phoenix - Cleveland, OH)