

Robert Smith

Documentation Analyst

CONTACT DETAILS

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Alabama
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PERSONAL STATEMENT

Seeks to have a career serving the public in a positive manner creating memorable experiences while serving the goals of the company and sharing knowledge and experience in customer service with a team of employees.

SKILLS

Insurance Verification,
Microsoft Office,
Electronic Medical
Records, Medical
Terminology, Medical
Billing, Office, Phones,
Data Entry, Computer.

WORK EXPERIENCE

Documentation Analyst

ABC Corporation - 2005 - 2009

Responsibilities:

- Worked in the Auto loans department with revenue of over 20 million annually.
- Assigned to conduct independent reviews of loan documents submitted for auto loans.
- Responsible for the verification of underwriters conclusions to ensure that the loan meets customer criteria.
- Used independent analysis and exercised judgment to determine if applicable standards are met.
- Researched, inquired, analyzed data, and resolved bank exceptions.
- Balanced and reconciled daily accounts.
- Additional duties included maintaining dealer and customer relationships and basic office duties.

LANGUAGES

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

Documentation Analyst

Delta Corporation - 2002 - 2005

Responsibilities:

- Route Calls o Review Front/Back of Lease, Set up deals for Invoicing, and Fund deals Assist Bundling Team with Bundled transactions.
- Job entailed me to Process Lease Documents for copiers or printers to lease vendors.
- Provide professionalism in the work place and be courteous to vendors or lessees.
- Also had to pay great deal of attention, organization, and the terms and conditions on the back of the lease.
- Reviewed and processed subprime auto loan packages for funding.
- Analyzed contracts, DMV paperwork and underwriter stipulations for accuracy.
- Conducted commodity checks with customers while welcoming them to the bank.

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Diploma - (Presidio Charter High School)