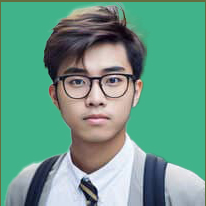


JAMES CLARK

Escrow Analyst

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Seasoned Escrow Analyst with a decade of experience in managing intricate escrow accounts and ensuring regulatory compliance. Skilled in financial analysis, resolving discrepancies, and enhancing operational workflows. Committed to delivering exceptional client service and optimizing processes to drive organizational success and satisfaction.

WORK EXPERIENCE

Escrow Analyst Apr / 2018-Ongoing
Pineapple Enterprises Santa Monica, CA

1. Assisted in the management and tracking of escrow accounts to ensure compliance with banking regulations.
2. Analyzed financial discrepancies and implemented corrective actions to improve account accuracy.
3. Monitored vendor performance to ensure adherence to service agreements, focusing on disbursement accuracy.
4. Coordinated with loan officers and borrowers to resolve payment issues and protect bank collateral.
5. Managed insurance claims and property preservation processes, ensuring timely disbursements.
6. Oversaw escrow advances and monitored updates for mortgage insurance payments.
7. Collaborated with internal teams to enhance customer service and operational efficiency.

Escrow Analyst Apr / 2015-Apr / 2018
Lakeside Apparel Co Chicago, IL

1. Responded to tax and insurance inquiries, ensuring accurate and timely information for internal and external clients.
2. Maintained organized records and demonstrated a high level of accuracy in account management.
3. Conducted thorough analysis of escrow accounts, ensuring compliance with loan servicing standards.
4. Coordinated with third-party vendors to manage tax and insurance payments for escrowed loans.
5. Reviewed mortgage loan documents to determine escrow requirements and compliance.

EDUCATION

Bachelor of Science in Finance Apr / 2012-Apr / 2015
University of California Denver, CO

Focused on financial management and regulatory compliance.

SKILLS

Effective Communication
Record Keeping
Technical Skills
Customer Relationship
Workflow Management

INTERESTS

Home Brewing Wildlife Conservation
Running Public Speaking

STRENGTHS

Willingness Wisdom
Zeal Ingenuity

LANGUAGES

English Arabic Spanish

ACHIEVEMENTS

- Reduced escrow processing time by 20% through streamlined workflows.
- Successfully managed over 500 escrow accounts with zero compliance issues.