

ROBERT SMITH

Escrow Assistant/Office Administrator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

I am a self-starting financial professional that is capable of effectively functioning with minimum supervision on a daily basis. I am a motivated individual who is known for taking the initiative and skilled at meeting challenges and deadlines. A team player who is attentive to detail and produces quality results and has provided support in customer service, legal documentation related to escrow, purchase contracts, data entry, mortgage and payroll.

CORE COMPETENCIES

CERTIFIED NOTARY SIGNING AGENT, Microsoft Office Suite, Inventory Management, Labor Management, Customer service.

PROFESSIONAL EXPERIENCE

Escrow Assistant/Office Administrator

ABC Corporation - May 2013 – July 2013

Key Deliverables:

- Examine documentation such as mortgages, liens, judgments, easements, plat books, maps, contracts, and agreements to verify factors such as properties legal descriptions, ownership, or restrictions.
- Examine individual titles to determine if restrictions, such as delinquent taxes, will affect titles and limit property use.
- Handle the complete disbursement and follow up of all escrow transactions.
- Interpret earnest money agreements as they relate to closing and prepare all documents required for the transactions.
- Create opens orders, inputs closing statements from a worksheet prepared by Escrow Officer.
- Organize the escrow requirements by reviewing escrow instructions.
- Collect, deposit and disburse money in escrow accounts to pay bills or invoices, keep records of collections and disbursements.

Escrow Assistant

ABC Corporation - July 2010 – November 2010

Key Deliverables:

- Temporary position through Office Team Handle the complete disbursement and follow-up of over 50 escrow transactions per day.
- Set up wire transfers.
- Met with borrowers to sign documents for refinance and purchase transactions.
- Process checks for invoices and all parties involved in mortgage transactions.
- Assemble documents and checking for completeness and accuracy.
- Input closing statements from a worksheet prepared by Escrow Officer.
- Assist with answering phones and escrow questions.

ROBERT SMITH

Escrow Assistant/Office Administrator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- Bachelor of Science in Accounting - 2013(Kaplan University - Omaha, NE)