

ROBERT SMITH

Escrow Specialist

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

SUMMARY

As a Escrow Specialist, responsible for playing an important role in the organization by performing a number of activities related to the Escrow functions, and also responsible for providing timely and accurate analysis of escrow accounts in compliance with the guidelines established by investors, company, state and federal regulations.

CORE COMPETENCIES

Organizational Skills, Detail Orientation Skills, Problem-Solving Skills.

PROFESSIONAL EXPERIENCE

Escrow Specialist

ABC Corporation - 2012 – 2012

Key Deliverables:

- Analyzed escrow accounts and process payments to insurance and tax companies.
- Processed penalty tax claims and recoveries of penalties paid.
- Scheduled inspections to ensure all repairs are completed.
- Assisted with management of Insurance and Flood vendors.
- Worked with mortgage consultants to get FHA, VA, Conventional, and Unconventional loans to closing.
- Performed corrections necessary to ensure the MI is paid promptly and correctly to the MI carriers.
- Researched and posted MI and Optional insurance refunds received.

Escrow Specialist

ABC Corporation - 2007 – 2012

Key Deliverables:

- Respond to written correspondence pertaining to escrow Establish escrow accounts for property tax and insurance Adjust customer payments based on .
- Managed all client relations for large pipeline of three different states to include Attorneys, Insurance Agents Department of HUD Underwriting .
- Analyzed, processed and closed loans for both wholesale and retail mortgage departments.
- Responsible for full range search of public records for deeds, mortgages, and easements using a variety of search methods including Internet and .
- Successfully migrated all escrow accounts for home mortgages purchased by Boatmens from other lenders; verified loan compliance and property tax .
- Providing mortgage assignments, lien releases and document retrieval to mortgage servicers, investors, credit unions, and lenders Create documents .

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- In most projects, regardless of size, Orion is dedicated to superior customer service, including immediate handling of emergency requests.

EDUCATION

Bachelor Of Science - (University Of North Alabama - Florence, AL)

