



AVA DAVIS

Entry-Level Foreclosure Specialist

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

SKILLS

Negotiation Skills



Real Estate Knowledge



Debt Collection



Communication Skills



Case Management



Problem Solving



INTERESTS

- 🦋 Birdwatching 🏠 Traveling
- 🏊 Sports Coaching 🧶 Knitting

STRENGTHS

- 🔗 Pragmatism 🍃 Sensitivity
- 💖 Sincerity 📌 Stability

LANGUAGES



English



Polish



German

ACHIEVEMENTS

- ★ Successfully reduced foreclosure timelines by 15% through effective queue management.
- ★ Enhanced client satisfaction scores by implementing streamlined communication processes.

PROFESSIONAL SUMMARY

Motivated foreclosure professional with two years of experience in the mortgage sector, focusing on loss mitigation and compliance. Skilled in managing foreclosure processes while ensuring adherence to industry regulations. Eager to apply my analytical abilities and customer service expertise to enhance operational workflows and support clients effectively.

WORK EXPERIENCE

Entry-Level Foreclosure Specialist

📅 May / 2024-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Manage foreclosure work queues to ensure timely processing and resolution.
2. Utilize knowledge of mortgage servicing activities to support default management.
3. Gain experience with various portfolio types, including FHA, VA, and conventional loans.
4. Provide high-quality support to clients, attorneys, and internal teams.
5. Monitor foreclosure timelines and adhere to all regulatory requirements.
6. Assist in developing training materials for team tools and processes.
7. Ensure compliance with service agreements and stay updated on industry regulations.

Foreclosure Specialist

📅 May / 2023-May / 2024

Summit Peak Industries

📍 Denver, CO

1. Analyze strategies to minimize losses by collaborating with attorneys.
2. Coordinate with foreclosure specialists to implement team directives effectively.
3. Establish and maintain accurate foreclosure statuses for assigned accounts.
4. Assist in title searches and resolve title issues in collaboration with attorneys.
5. Prepare requests for loans with deficiency balances efficiently.
6. Recognized for high loan production and audit performance in monthly assessments.

EDUCATION

Bachelor of Science in Finance

📅 May / 2022-May / 2023

University of Illinois

📍 Phoenix, AZ

Studied financial principles and practices, with a focus on real estate and mortgage financing.