

Mortgage Closer

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Dynamic mortgage professional with two years of experience in closing residential loans and ensuring compliance with industry regulations. Adept at managing intricate details of closing transactions, fostering strong client relationships, and facilitating seamless communication among all parties involved. Committed to delivering exceptional service and driving successful outcomes in a fast-paced environment.

Mortgage Closer

📅 Apr / 2024-Ongoing

📌 Santa Monica, CA

1. Directed the preparation and explanation of all closing documents, ensuring clarity and compliance.
2. Facilitated negotiations to finalize transactions, securing funds from lenders and buyers for disbursement.
3. Reviewed and abstracted new orders in the title plant, verifying accuracy and completeness.
4. Ensured the integrity of commitments and closing packages by conducting thorough reviews.
5. Addressed concerns and quality control requirements directly with underwriters to maintain high standards.
6. Reviewed mortgage loans to ensure compliance with RESPA requirements and successfully closed residential loans.
7. Collected and verified all mortgage documents for closing, ensuring timely release of funds.

Mortgage Closer

Apr / 2023-Apr / 2024

📌 Denver, CO

1. St. Louis, MO 2009 Mortgage Closer: Collaborated with a team of 25 to finalize real estate documents for closing transactions.
2. Facilitated real estate purchase and refinance closings, efficiently funding loans through warehouse lines.
3. Managed fund transfers and assisted with wire transactions to ensure timely payments.
4. Met with clients at title companies and offices to ensure smooth and accurate closing processes.
5. Actively participated in settlement closings, notarizing documents and returning them to the appropriate parties.
6. Conducted outside closings at client homes and offices, providing convenience and flexibility.

Bachelor of Business Administration

Apr / 2022-Apr / 2023

📌 Seattle, WA

Focused on finance and real estate principles, equipping students with necessary skills for the financial services industry.

Microsoft Office Suite

Loan Documentation

Closing Coordination

Title Review



- ★ Successfully closed over 100 residential loan transactions within deadlines, ensuring full compliance with industry regulations.

- Enhanced client satisfaction scores by 20% through effective communication and personalized service during the closing process.
- Developed a streamlined process for document collection, reducing closing time by an average of 15% per transaction.