

# WILLIAM PEREZ

## Mortgage Closer

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



### PROFESSIONAL SUMMARY

Detail-oriented Mortgage Closer with two years of experience in finalizing residential loans and ensuring strict compliance with industry regulations. Proficient in preparing and verifying closing documents, coordinating with stakeholders, and facilitating timely communication to enhance the closing process. Committed to delivering outstanding service and fostering positive client relationships.

### WORK EXPERIENCE

**Mortgage Closer** Apr / 2024-Ongoing  
Blue Sky Innovations Chicago, IL

- Managed the preparation and verification of closing documents for residential loans.
- Communicated with loan officers to gather necessary application and verification documents.
- Worked closely with underwriters to facilitate loan approvals and address any issues.
- Informed clients and real estate agents of closing conditions and requirements.
- Maintained accurate records and files for all transactions.
- Collaborated with the closing department to ensure seamless file transitions.
- Provided exceptional customer service throughout the closing process.

**Mortgage Closer** Apr / 2023-Apr / 2024  
Lakeside Apparel Co Chicago, IL

- Maintained regular communication with mortgage brokers and title companies to gather required information.
- Reviewed FHA purchase and refinance guidelines to ensure compliance.
- Prepared final settlement statements and closing packages for distribution.
- Closed 50 to 100 loans monthly, meeting all deadlines.
- Coordinated with title companies to ensure all conditions were met prior to closing.

### EDUCATION

**Associate of Science in Business Administration** Apr / 2022 - Apr / 2023  
City College Seattle, WA

Focused on management principles, financial accounting, and business communication.

### SKILLS



### INTERESTS

- Drawing Sports
- Traveling Cycling

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- Successfully closed over 100 residential loans within compliance standards.
- Streamlined closing processes, reducing average closing time by 15%.