

Mortgage Loan Closer III

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Highly motivated, with over 15 years of customer services experience internal and external. Capable of working effectively in a high pressure environment. Proficient in various types computer software.

Skills

Ms-office, Ms-excel.

Work Experience

Mortgage Loan Closer III

ABC Corporation - February 2001 - October 2007

- Handle both dial-in and dial-out phone contacts with tact and professionalism. Utilize proprietary software for entering customer information.
- Input loan information into funding application and ensure that all validations are met before funding.
- Review mortgage loan files to determine if all conditions have been satisfied and also request additional funding conditions if needed.
- Verify the accuracy and consistency of specifications on documents such as the Deed of Trust/Mortgage.
- Review loan documents to determine if the loan is ready to close.
- Responsible for setting up a closing date with the broker and the closing attorney(s) on mortgage loan transactions.
- Verifies the accuracy and consistency of specifications on documents, such as title abstract and insurance forms.

Mortgage Loan Closer

ABC Corporation - 1996 - 2001

- Prepared closing packages, which included all legal documentation and closing instructions for Conventional, FHA, VA, THDA, HUD, and DPA loans as the lender.
- Interfaced with closing agents, realtors, and customers regarding closings.
- ! Cleared outstanding underwriting conditions and prior to funding conditions.
- Reviewed title work, flood certifications, insured closing protection letters and escrow account set ups.
- Reviewed and approved final HUD-1 statement.
- Handled all post-closing documentation which included reviewing all closed loans to ensure completeness of loan documentation in compliance with bank regulations..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Working on Obtaining Real Estate License - 2013(GIRE - Atlanta, GA)