



# BENJAMIN LEE

Post Closer Lead

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

## PROFESSIONAL SUMMARY

With a decade of expertise in post-closing operations, I excel in managing complex loan transactions and ensuring strict adherence to compliance standards. My strong analytical skills and attention to detail have consistently improved operational workflows, fostering collaborative relationships with clients and stakeholders. I am dedicated to enhancing service quality and driving efficiency in high-pressure environments.

## WORK EXPERIENCE

### Post Closer Lead

📅 Mar / 2019-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Executed efficient management of high-volume closing transactions under tight deadlines.
2. Ensured compliance with investor requirements through meticulous document organization.
3. Reviewed loan documents for accuracy and completeness, facilitating timely closings.
4. Proactively obtained missing information to prepare comprehensive loan files.
5. Cleared investor post-closing conditions promptly to ensure compliance.
6. Utilized Excel for reconciling loan purchases, enhancing data accuracy.
7. Prepared and submitted wire requests for timely loan disbursement.

### Post Closer

📅 Mar / 2015-Mar / 2019

Crescent Moon Design

📍 Portland, OR

1. Frederick, MD February 2016 - Present: Oversee the post-closing process, ensuring all loan packages are returned to lenders post-settlement.
2. Scan and upload all necessary documents into the Title Express Database for easy access.
3. Verify that all required documents are signed, notarized, and compliant with regulations.
4. Coordinate the recording of legal documents such as Deeds of Trust and Powers of Attorney.
5. Conduct follow-ups with clients and agents to resolve any outstanding issues.
6. Assist in training new team members on post-closing procedures and compliance standards.

## EDUCATION

### Bachelor of Science in Finance

📅 Mar / 2012-Mar / 2015

University of Maryland

📍 Portland, OR

Focused on financial analysis and compliance regulations.

## SKILLS

### Financial Analysis



### Risk Assessment



### Document Management Systems



### Project Coordination



### Process Optimization



### Training Skills



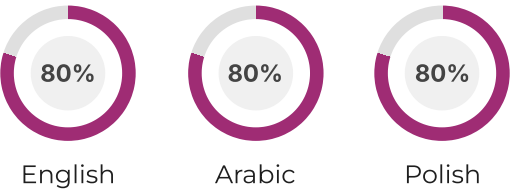
## INTERESTS

- ✈ Travel
- 📖 Reading
- 💻 Technology
- 🎵 Dancing

## STRENGTHS

- 🔭 Vision
- ❤ Gratitude
- ↔ Flexibility
- 👥 Mentorship

## LANGUAGES



## ACHIEVEMENTS

- 🌟 Streamlined closing processes, reducing turnaround time by 20%.
- 🌟 Achieved 98% compliance accuracy in loan documentation audits.
- 🌟 Enhanced client satisfaction scores by 30% through effective communication.