



HENRY WALKER

Real Estate Closing Coordinator

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PROFESSIONAL SUMMARY

Dynamic Real Estate Closing Coordinator with 5 years of experience in managing complex transactions and ensuring compliance with legal regulations. Adept at reviewing and finalizing documentation, resolving discrepancies, and enhancing client relations. Proven ability to streamline processes and foster collaboration among stakeholders, ensuring efficient and successful closings.

WORK EXPERIENCE

Real Estate Closing Coordinator 📅 Feb / 2022-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

- 1. Selected to lead acceptance testing for the Cadence closing workflow system implementation, enhancing operational efficiency.
- 2. Collaborated with cross-functional teams to address closing process variations and support software development.
- 3. Served as the Subject Matter Expert for TILA-RESPA Integrated Disclosure implementation in the Closing department.
- 4. Identified and improved process inefficiencies in hand-offs between cross-functional teams.
- 5. Initiated management support for process changes, leading to enhanced workflow.
- 6. Conducted comprehensive analysis to uncover improvement opportunities in closing operations.
- 7. Trained team members on new systems and processes, fostering a culture of continuous improvement.

Real Estate Closer 📅 Feb / 2020-Feb / 2022
Silver Lake Enterprises 📍 Seattle, WA

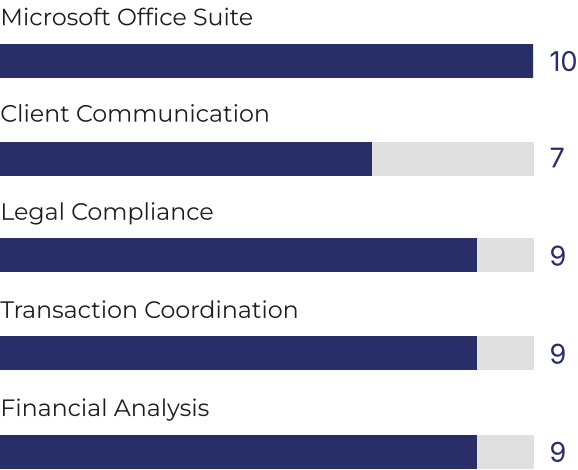
- 1. Processed files for commercial and residential real estate transactions, ensuring compliance with lender requirements.
- 2. Communicated effectively with lenders, clients, and title companies to facilitate smooth transactions.
- 3. Prepared and reviewed closing documents, ensuring accuracy and completeness prior to funding.
- 4. Coordinated with attorneys to draw necessary loan documents, alleviating workload on legal teams.

EDUCATION

Bachelor of Science in Business Administration 📅 Feb / 2018 - Feb / 2020
University of Phoenix 📍 Denver, CO

Focused on real estate finance and regulatory compliance.

SKILLS



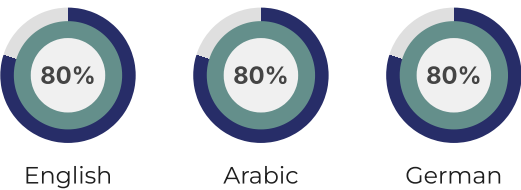
INTERESTS

- 🎨 Art
- 🧘 Volunteering
- 🌲 Hiking
- 🧘 Yoga

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Successfully led a team to implement a new closing software, improving processing time by 20%.
- ★ Achieved a 98% accuracy rate in closing documentation, reducing errors and enhancing client satisfaction.