



HARPER LEWIS

Real Estate Closing Specialist

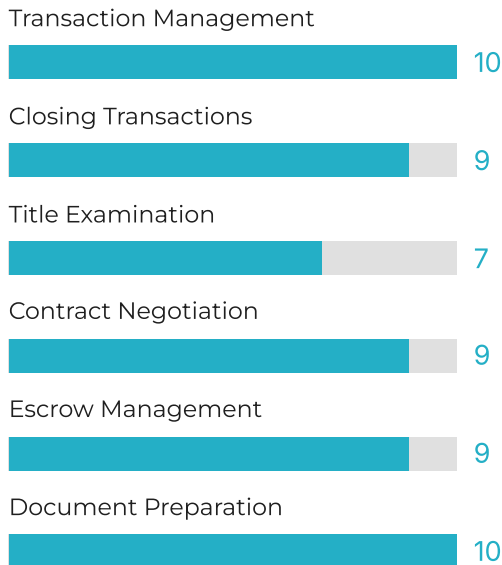
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☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS



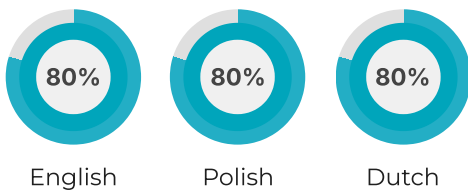
🎯 INTERESTS

- 🔧 DIY Projects
- ✂️ Crafting
- 🧘 Meditation
- 🏛️ History

👊 STRENGTHS

- 🌱 Humility
- 💡 Innovation
- 👁️ Insightfulness
- ✅ Integrity

🗣️ LANGUAGES



🌟 ACHIEVEMENTS

- 🌟 Successfully managed over 200 high-stakes real estate closings annually, ensuring 100% compliance with regulatory requirements.

👤 PROFESSIONAL SUMMARY

With a decade of experience in real estate closings, I excel in managing complex transactions while ensuring compliance with all legal and regulatory standards. My expertise lies in preparing and finalizing documentation, addressing discrepancies, and fostering robust client relationships to ensure seamless and efficient closing processes.

💼 WORK EXPERIENCE

Real Estate Closing Specialist

📅 Feb / 2019-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Prepared comprehensive closing packages for real estate transactions, ensuring accuracy and compliance with all regulations.
2. Maintained proactive communication with closing agents to address inquiries and facilitate smooth transactions.
3. Acted as the primary liaison with title companies, ensuring all required documents were secured.
4. Collaborated with team members to efficiently resolve discrepancies and issues throughout the closing process.
5. Ensured all necessary documentation was obtained for timely loan closing and funding.
6. Reviewed and verified title commitments, ensuring clear title work free of liens or judgments.
7. Conducted final audits of closing documents to ensure compliance with state and federal regulations.

Real Estate Closer

📅 Feb / 2015-Feb / 2019

Summit Peak Industries

📍 Denver, CO

1. Coordinated and scheduled loan closings to optimize workflow and efficiency.
2. Prepared title commitments, HUD statements, and all closing documents, ensuring accuracy prior to disbursement.
3. Gathered preliminary information and documentation necessary for seamless loan closings.
4. Served as an in-house Real Estate Closer, providing support to over 35 realtors for inquiries and closings.
5. Managed relationships with lenders, realtors, contractors, and other stakeholders to facilitate smooth transactions.
6. Ordered title commitments and estoppel letters, ensuring all payoffs were obtained prior to closing.

🎓 EDUCATION

Bachelor of Science in Business Administration

📅 Feb / 2012 Feb / 2015

University of Denver

📍 Seattle, WA

Focused on real estate and finance, gaining expertise in transaction management and compliance.