

# ROBERT SMITH

## REO Specialist

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Exemplary manager and teacher with exceptional interpersonal skills that combine creativity, humor, and intuition to create a positive and efficient atmosphere for clients and co-workers. Resourceful and energetic self-starter who takes initiative to complete projects and prioritizes effectively to accomplish multiple tasks within tight deadlines.

## EXPERIENCE

### REO Specialist

#### ABC Corporation - 2006 - 2006

- Responsible for managing properties that had completed the foreclosure process and were considered real estate owned (REO) properties.
- Managed the resale of such properties and was responsible for all external relationships in regards to inspections, occupancy checks, cash for keys, property preservation and maintenance, renovations, evictions when needed and worked with various asset managers to oversee that bank-owned properties were maintained from acquisition to disposition.
- Track day-to-day tasks from assignment to closing.
- Prepared draft valuation reports and included one-year statistical data that supported values.
- Hired construction crews, acquired and reviewed bids, monitored rehab projects and reconciled invoices.
- Assisted and directed vendors to ensure that required procedures and program guidelines were followed.
- Provided assistance to private clients on list price, contract acceptance and the closing process.

### REO Specialist

#### Delta Corporation - 2003 - 2005

- Processed foreclosure property listing, evictions, and buy-outs for multiple banks.
- Evaluated properties, and listed them on MLS.
- Submitted renovation quotes to the bank, and oversaw any repairs needed.
- Identify and resolve problems on foreclosed properties with client or contractor in a timely manner.
- Monitor and bill client for services done to bring foreclosed properties to a sellable condition.
- Reo Title Review HUD Preparation Title Curative Title Commitment Preparation Funding Post Closing and Recording Documents.
- Updates job knowledge by participating in educational opportunities;

reading professional publications.

## **EDUCATION**

- GED

## **SKILLS**

Microsoft Office, Sharepoint, Kronos, Lawson.