

Robert Smith

Senior Processor/Consultant

CONTACT DETAILS

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PERSONAL STATEMENT

To seek employment that will be rewarding and a great learning experience while being an asset to the company. To seek employment that will be rewarding and a great learning experience while being an asset to the company.

WORK EXPERIENCE

Senior Processor/Consultant **ABC Corporation - 1987 - 2002**

Responsibilities:

- Processed mail including federal express, Issue refund checks, Provide research to corporate accounts as requested, Reconcile Processes the following, Soars, GL, Holding, Stats holding/daily fixed.
- Researched and adjusted customer accounts, such as encoding error, duplicate paid etc.
- Kept a log on adjustments that come in and out to other banks, Federal Reserve and institutions.
- Reconciled General Ledgers regarding the adjustments.
- Processed mail and data entry of check adjustment requests.
- Researched adjustment cases and provide proper accounting entries as needed.
- Processed live checks and photo in lieu items.

Senior Processor **Delta Corporation - 1986 - 1991**

Responsibilities:

- Submitted and processed residential loan applications Calyx Point - Opened files and ran on automated systems for conditional approvals then .
- Ordered/Reviewed appraisals, titles, payoffs, VOM/VOR/VOE.
- Satisfied Conditions.
- Scheduled and closed loans.
- Contract Processing All California Mortgage.
- Work with numerous clients throughout the month to balance and reconcile accounts.
- Reconcile bank & Credit Card accounts Create Journal entries for payroll, insurance, transfers, and interest Create invoices and bills for bill .

Education

High School Diploma - (Farrar High School - Bondurant, IA)

SKILLS

Microsoft Office,
Quickbooks, Netsuite, Jd
Edwards, Management,
Training, Secretarial,
Xero.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)