

# Settlement Specialist

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](http://linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

To obtain a Settlement Specialist position with the opportunity for upward mobility, that is strongly related to my educational background. I am looking for a company that fosters efficiency through innovation.

### Skills

Business Administration, Computer systems, Communication.

### Work Experience

#### Settlement Specialist

**ABC Corporation** - 2002 - February 2004

- Performed reconciliation of Bank daily settlements.
- Researched customers financial questions.
- Operated a Sorting 850 machine, performed daily sort of all incoming checks to pull exceptions (i.e. stop pays, etc.).
- Trained three employees as back up for my position.
- Recognized a new account with a \$10.00 balance that had many large checks coming in.
- Back up for Supervisor, oversaw the management of two departments.
- Investigated teller differences as part of review process of multiple reports.

#### Settlement Specialist

**Delta Corporation** - 2000 - 2001

- Working knowledge of Cietrade and JDE General customer service and clerical duties Researching and corrections company cash applications Responsible .
- Communicating with brokers and money managers to ensure trades settled on time and accurately A great deal of detail and organization was critical in .
- Reconciled cash and securities with Treasury Operations and the front office Entered, monitored and modified daily settlement functions Verified and .
- Settlements- Accounts Payable.
- Became knowledgeable in every aspect of land title, retail and commercial and operations from the owners of this family run business.
- Which allowed me to land another job in the field when the owners retired in 1997 and moved to the Richmond, VA area.
- Guided customers through a loan verification process over the phone Responsible for sensitive information such as bank account and social security .

### Education

GED