

Objective

Pursuing a Settlement Specialist professional career that requires a motivated, dedicated, and enthusiastic individual. Seeking a position where individual achievements and performance will be recognized, thereby allowing opportunities for growth and professional development.

Skills

Proficient In Microsoft Office, Coordinating Skills.

Work Experience

Settlement Specialist

ABC Corporation - April 2010 – August 2015

- Created client files, utilize Title Express software to create and manage files.
- Disbursed settlements and print all checks from closing.
- Used the SDAT Real Property Search web site to research client property information, and using the Maryland tax collectors website for current taxes due.
- Knowledgeable and used of MD Land Records to find and research prior Deeds, Deeds of Trusts, and Lien Releases, Liens, Easements, Rights of Ways, etc.
- Ability to multi-task and to work in a busy environment and ability to work quickly and efficiently when pressed for time.
- Payed attention to detail when going through the lender packages.
- Researched and resolved loan data discrepancies and participated on different teams as the volume and type of work changed Analyzed, accurately reconciled, and audited loan workout per department guidelines.

Settlement Specialist

Delta Corporation - 2005 – 2010

- Processed settlement invoices and purchase statements for physical commodity transactions.
- Provided management with explanations for estimate to actual variances and assistance with ad hoc request.
- Maintained asset portfolios and worked with traders and schedulers to resolve settlement discrepancies with customers.
- Responsible for preparation and analysis of closing reports.
- Review Modification documentation submitted by servicer for accuracy (Traditional, HAMP, FHA) - Review/Settle liquidations via documentation .
- Cross train settlement new hires - Point of reference when team leads and managers are unavailable.
- Manage relationships with all 92 of Indianas County Auditors and Treasurers Supervise the reporting and auditing of biannual reports filed by .

Education

MS