

ROBERT SMITH

Settlement Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking an entry-level Settlement Specialist position that will allow me to gain experience and growth. I plan on showing my ability to facilitate support services and managing fast-paced office operations, by using my versatile skills to effectively manage any task to ensure that exceptional customer service is provided to continue with the company's success.

CORE COMPETENCIES

Microsoft Office, Microsoft Outlook, Multi-Tasking, Team Player, Leadership , And Great Interpersonal .

PROFESSIONAL EXPERIENCE

Settlement Specialist

Altisource - July 2015 – 2015

Key Deliverables:

- Reviewed documents for quality assurance that every document is signed in its entirety.
- Filed and scanned mortgages for the recording department to record.
- Scanned executed closing documents to the buyers file.
- Processed checks along with supporting documents to different realty companies, insurance companies, refunds to buyers.
- Issued stop payments and void checks when needed.
- Provided tracking numbers for clients.
- Signed documents such as seller, buyer HUDs, certified copy of Deed of Trust any other document that demands a settlement agent signature.

Settlement Specialist

Delta Corporation - 2014 – 2015

Key Deliverables:

- Balancing incoming daily merchant processing settlement statements Reconcile various DemandDepositAccounts and General Ledgers, maintain logs for .
- Develop operating policies and procedures to guarantee high level of service to our merchants Responsible for the timely resolution of all merchant .
- Responds to merchant compliance concerns from the card networks Assist Operations Manager and President in special project as assigned.
- Prepared preliminary and final HUD-1 settlement statements with fees Coordinated loan closings with lender in order to schedule date and time of .
- Settlement Services Associate (Cashiers Department) White Plains, NY Monitored and reported outstanding trades over 10 million dollars to Trade .

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- sent out daily morning financial reports, data entry, general office assistance (filing, copying, faxing, e-mailing, e-fax), validate customer forms, .
- Supported counsel in all aspects of litigation management including factual investigation, document preparation and support.

EDUCATION

BS In Business Management

