
Closing Agent Resume

Job Objective

To obtain a Closing Agent position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Closing Agent, May 2004 – Present
Defense Intelligence Agency, Nedrow, NY

- Assisted and verified that all funds were disbursed, appropriate documents were recorded.
- Ensured that all appropriate documents, checks and copies were sent to all parties immediately after closing.
- Corresponded with lenders, builders, real estate agents and attorneys as needed to gather appropriate information for closings.
- Assisted Escrow Officer in managing and developing client relationships to ensure future real estate closing transactions.
- Ensured any pending post-closing items were properly and timely addressed.

Closing Agent, March 2002– April 2004
Global Management Consulting Firm, Nedrow, NY

- Setup escrow file, packaged typed escrow instructions for clients, ordered demands, utilities and other items to assist in timely closings.
 - Attended calls, answered customer questions, and escalated to Escrow Officer when necessary.
 - Supported escrow process flow and maintained current checklist of action items to be completed.
 - Assisted in the preparation of documents for recording.
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Summary of Qualifications:

- Remarkable experience with closing loans, funding loans, and examine commitments
 - In-depth knowledge of closing process, title insurance, real estate processing, and banking
 - Skilled to market services of venture to agents, lenders, and brokers
 - Ability to respond to inquiries promptly and accurately
 - Amazing ability to exercise a high degree of confidentiality and discretion
 - Profound ability to develop and maintain good customer relations with clients
 - Analytical and math skills to solve problems
 - Proficient with MS Office programs and e-mail
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Education:

Associate Degree in Paralegal Studies, Jefferson Davis Community College, Brewton, AL

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