
Escrow Assistant Resume

Job Objective

To obtain an Escrow Assistant position in a company that provides an open environment with many opportunities for continuous growth.

Highlights of Qualifications:

- Highly experienced in loan closing, funding, and post-closing follow up activities
 - Sound knowledge of escrow closings, wire transfers, and departmental procedures
 - Immense knowledge of customer service techniques and telephone etiquette
 - Proficient in using computer, MS Office Suite, and voicemail system
 - Ability to provide business development support to Escrow Officers
 - Ability to create and provide estimated closing statements for clients
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Professional Experience:

Escrow Assistant
Pango Group, Valdosta, GA
August 2012 – Present

Responsibilities:

- Produced and presented initial escrow documents, accurately and on time.
- Received Escrow-based worksheet from Escrow Officer and prepared closing documents, accordingly.
- Delivered wiring instructions and issued wire transfers, as required.
- Requested payoff & assumption statements and edited the given figures.
- Oversaw and assisted with quoting of fees and creation of recording packages.
- Developed and maintained strong professional relationships with Escrow department employees.

Escrow Assistant
Summit Funding, Inc., Valdosta, GA
May 2009 – July 2012

Responsibilities:

- Tracked escrow transactions and created escrow-related closing files.
 - Received and responded to all inbound callers, promptly and professionally.
 - Welcomed and interacted with walk-in clients, in a helpful and polite manner.
 - Handled and distributed relevant incoming and outgoing mails to intended recipients.
 - Ordered and maintained the inventory-level of all required office supplies.
 - Interpreted and adhered to all applicable company policies and procedures.
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Education:

Associate Degree in Applied Management
Madisonville Community College, Madisonville, KY

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