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## Foreclosure Processor Resume

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### Job Objective

Obtaining employment as Foreclosure Processor in a well established organization.

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### Highlights of Qualifications:

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- Wide experience in mortgage default servicing and bankruptcy representing creditors
  - Profound knowledge of bankruptcy and foreclosure processing
  - Operational knowledge of new invoice, fidelity MSP and New Trak
  - Familiarity about non-judicial foreclosure processes
  - Proficient with 3rd Party systems, Vendor Scape, NewTrak, LenStar and Quandis
  - Ability to write daily reports and other written correspondence
  - Ability to perform independently and complete assigned tasks following given instructions, standards practices and stated routines
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### Professional Experience:

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Foreclosure Processor  
The Mergis Group, Bayville, NJ  
August 2007 – Present

- Received daily files for foreclosure process properties.
- Studied and controlled credit sources, files, delinquent accounts and customer applications.
- Attained necessary information from banks, credit organization and loan alliance.
- Updated credit risks records, incomplete loan files and delinquent accounts.
- Engaged in receiving payments on specific customer accounts.
- Evaluated financial standing of mortgagors to identify eligibility for foreclosure options.
- Conducted objective analysis enabling management to make sound and thorough decisions.

Foreclosure Processor  
Brock & Scott, PLLC, Bayville, NJ  
May 2004 – July 2007

- Updated complete and accurate information in customer database.
  - Created reinstatement, payoff quotes and managed payments received.
  - Engaged in foreclosure files audit to assure it is maintained in planned order.
  - Interacted with title companies for important correspondence and checked for completeness and accuracy.
  - Developed legal notices and documents as needed following stated policies and procedures.
  - Controlled and sent follow-up written mails for specific files on hold.
  - Replied to inquire received on telephone, email and in person.
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### Education:

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Bachelor's Degree in Business  
Saint Joseph's University, Philadelphia, PA

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