
REO Broker Resume

Job Objective

Searching for the right opportunity to enhance my skills and broaden my experience by filling the position of REO Broker being offered by your company.

Highlights of Qualifications:

- Great experience in REO brokerage and vendor management
 - Outstanding knowledge of real estate asset management, foreclosure management
 - Huge knowledge of real estate contracts
 - In-depth knowledge of National Platform Closings procedures
 - Proficient in MSP Workstation, MS Office suite
 - Familiarity with real estate titles, deed preparation and closing
 - Excellent problem solving and analytical skills
 - Ability to read title and closing notes with clear understanding
 - Ability to handle and manage a large volume of closings
 - Excellent mathematical computations and financial calculations skills
 - Strong ability to negotiate, make decisions and recognize priorities
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Professional Experience:

REO Broker, August 2005 – Present
Stewart REO Solutions, Lame Deer, MT

- Managed the REO sales process for the assigned regions.
- Listed the asset in the appropriate Multiple Listing Service.
- Created marketing materials, coordinated buyer tours and processed offers.
- Coordinated with REO asset management team to finalize negotiations with potential buyers.
- Ensured that all transactions are properly coordinated.
- Ensured successful closing.

REO Broker, May 2000 – July 2005
BurnsSearch, LLC, Lame Deer, MT

- Coordinated and determined signage requirements.
 - Managed and resolved issues related to lock-box services and maintenance requests.
 - Developed and maintained network of real estate professionals to facilitate sales.
 - Developed performance metrics and guided staff towards exceeding stated objectives.
 - Interacted effectively within Senior Management, clients and perspective purchasers.
 - Ensured adherence to rules and regulations.
 - Ensured that all transactions are properly coordinated.
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Education:

Bachelor's Degree in Business Management, Cedarville University, Cedarville, OH

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