
REO Specialist Resume

Job Objective

Experienced REO Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Vast experience of collections, sales, underwriting, processing
 - Familiarity with commonly used concepts, practices and procedures within mortgage field
 - Proficient with computer and MS Office
 - Excellent written and verbal communication skills with effective follow through
 - Ability to work in a team environment
 - Ability to negotiate Cash for Keys and Deed agreements
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Professional Experience:

REO Specialist

Roundpoint Mortgage Servicing, Poughkeepsie, NY

May 2006 – Present

- Received HOA information, invoices and ledgers, loaded data to develop payment process.
- Negotiated fees with home owner associations, common interest communities, collection companies.
- Advised teams and clients of issues, including taxes, liens and assessments.
- Reviewed information to analyze accuracy and completeness.
- Administered REO systems data by assuring the system has current, accurate data and detailed notes.

REO Specialist

M & T Bank, Poughkeepsie, NY

March 2003 – April 2006

- Communicated with the eviction attorney to assure progress.
 - Assured all REO eviction timelines are met (state to state).
 - Analyzed the damage reports to determine if insurance claim can be filed.
 - Processed the incoming invoices.
 - Collaborated with the field agents and vendors assisting with property.
 - Communicated with the clients to discuss asset status.
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Education:

Bachelor's Degree in Finance

Shawnee State University, Portsmouth, OH

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