
Settlement Officer Resume

Job Objective

Seeking employment as a Settlement Officer. Want opportunity to use my past expertise to better the organization as a whole.

Highlights of Qualifications:

- Extensive experience in settlement operations
 - Sound knowledge of banking operations
 - Outstanding knowledge of the equity derivatives market for settlement and confirmation procedures
 - Proficient in MS Office suite
 - Excellent verbal and written communication skills
 - Strong customer service and administrative skills
 - Remarkable ability to analyze documents recorded in connection with a routine real estate transaction
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Professional Experience:

Settlement Officer
Investors Title Co., Aspen, CO
August 2005 – Present

- Managed and overseen settlement services to ensure smooth and efficient workflow.
- Performed quality assurance review on files to ensure accuracy.
- Processed loan packages received from lending institutions.
- Coordinated all aspects of the closing function and attend closings.
- Created and edited settlement statements.

Settlement Officer
Bank of America Corp., Aspen, CO
May 2000 – July 2005

- Provided back-office support and service on private banking operations and account management.
 - Managed daily processing of private banking products.
 - Proposed and provided processing solutions.
 - Reviewed fund agreements and ensured compliance with regulatory and guidelines set.
 - Monitored and reconciled all private banking operations transactions.
 - Handled back office transaction reporting requirements.
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Education:

Bachelor's Degree in Finance
Southwest Florida College, Fort Myers, FL

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