
Signing Agent Resume

Job Objective

To secure the position of Signing Agent that will allow me to utilize acquired skills and experience.

Work Experience:

Signing Agent, May 2004 – Present
Golden Drop Trucking, Inc., Madison, FL

- Performed general ledger logging, payroll, Bank Reconciliation, Accounts payables and Receivables duties.
 - Managed all employees' payments, Reconciliation of bank statement, Bonus and monthly analysis.
 - Maintained and managed records of deposits and cash receipts.
 - Assisted customers with audited accounts.
 - Performed other duties as assigned, from time to time, by supervisor.
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Summary of Qualifications:

- Proficient in Calyx Point, Dynatek, Loan Handler, Contour FHA Connection
 - Highly organized person and ability to monitor numerous projects at once and prioritize workloads
 - Ability to work in a fast-paced environment
 - Operational knowledge of Microsoft Office products and Windows based computer environment
 - Excellent verbal and written communication skills
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Education:

Associate Degree in Supply Chain Management, Bladen Community College, Dublin, NC

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