

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To leverage my expertise as a notary loan signing specialist, ensuring seamless and accurate loan closings, providing exceptional customer service, and adhering to the highest standards of efficiency and compliance.

Experience

Notary Loan Signing Specialist - Fielding & Co. Mortgage Services / Location

MONTH 2019 - Present

- Conducted in-person loan signings for various mortgage types, including refinances, purchases, and home equity lines of credit.
- Verified borrower identification, witnessed signatures, and accurately notarized loan documents.
- Collaborated with loan officers, title companies, and escrow agents to resolve any document-related issues promptly.
- Maintained a comprehensive understanding of loan programs, disclosure requirements, and regulatory guidelines.
- Maintained strict confidentiality and ensured compliance with industry regulations and privacy laws.

Senior Loan Processor - Union Bank/ San Francisco

MONTH 2015 – MONTH 2018

- Reviewed loan applications and supporting documentation for completeness and accuracy.
- Collaborated with loan officers, underwriters, and title companies to coordinate loan closings.
- Prepared loan packages and ensure compliance with regulatory guidelines and investor requirements.
- Assisted borrowers in understanding the loan process and provided exceptional customer service.
- Conducted quality control checks to ensure accurate and timely loan document processing.

Project Experience

- Assisted in facilitating a high-volume mortgage loan signing project for a national lender, ensuring accuracy and meeting tight deadlines.
- Completed a complex commercial loan closing, coordinating with multiple parties and overseeing document execution, earning a promotion.

Education

Bachelor’s degree in Finance - The University of Texas

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- In-depth knowledge of loan documents, including promissory notes, deeds of trust, and closing disclosures
- Strong attention to detail and accuracy in notarizing loan documents
- Excellent interpersonal and communication skills
- Proficient in loan processing and compliance requirements
- Time management and organizational abilities to handle multiple loan signings simultaneously

Licenses & Accreditations

Licenses & Accreditations

- Notary Public Commission, State of Texas, Expires: 2025
- Certified Loan Signing Agent, National Notary Association, 2018