

NAME

TITLE

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

Profile

To leverage my expertise as a notary signing agent to facilitate error-free and timely document signings, delivering exceptional customer service and upholding the highest standards of professionalism.

Experience

Notary Signing Agent - Drewfords Title Company / New York City

MONTH 2021 - Present

- Conducted loan signings and mortgage closings with meticulous attention to detail.
- Verified borrower identification and accurately completed notarial acts.
- Maintained strict confidentiality and ensured compliance with legal and regulatory requirements.
- Collaborated with lenders, title companies, and borrowers to resolve any document-related issues promptly.
- Maintained a comprehensive understanding of loan documents and industry best practices.

Mobile Notary Signing Agent - PayDay Loan Services/ New York City

MONTH 2018 – MONTH 2021

- Traveled to borrower locations to facilitate loan signings and notarial acts.
- Expertly guided borrowers through the signing process, explaining complex documents.
- Ensured the accuracy and completeness of signed documents before their return to the lender.
- Provided exceptional customer service, addressing client inquiries and concerns.
- Maintained detailed records and adhered to strict timelines to meet closing deadlines.

Project Experience

- Ensured the accuracy and completeness of the documents, verified the identity of signers, notarized the necessary signatures, and maintained a high level of professionalism and confidentiality throughout the process.

Education

Bachelor's degree in Business Administration - New York University

MONTH 2017

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Proficient in loan document interpretation and explanation
- Excellent attention to detail and accuracy in document signings
- Strong interpersonal and communication skills
- Time management and organizational abilities to meet tight deadlines
- Knowledge of industry regulations and best practices

Licenses & Accreditations

Licenses & Accreditations

- Notary Public Commission, State of New York, Expires: 2026
- Certified Notary Signing Agent, National Notary Association, 2018