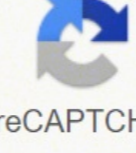


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Robert Smith

Lead Escrow Officer

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office,
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Solution-oriented and analytical accounts payable professional with extensive experience in resolving invoicing issues and reconciling accounts. Demonstrated experience with high volume AP processing. Versed in ensuring timely vendor payment and maintaining detailed documentation. Understand the importance of maintaining backup documentation systems to prevent critical invoicing and vendor data loss.

WORK EXPERIENCE

Lead Escrow Officer

ABC Corporation - January 2012 - December 2013

Responsibilities:

- Tracked and updated buyers, sellers, realtors, lenders, and attorneys weekly on status of closing and contract deadlines.
- Performed front/post-end file work, and prepared HUD settlement statements.
- Created, proofread, and published legal documents on intranet for access by buyers, sellers, and realtors for property closings.
- Reviewed estate documents, operating agreements, trust agreements, and partnership agreements to determine signature authority.
- Maintained public relations and provided customer service.
- Confirmed execution of earnest money contracts.
- Reconciled files/escrow accounts monthly and process invoices in a timely manner in adherence to title insurance auditing requirements.

Escrow Officer

Delta Corporation - 2011 - 2012

Responsibilities:

- Responsible for processing escrow documents in accordance with policies and procedures Prepare and Package Escrow Documents Demands, HOA statements, .
- Facilitated escrow transactions to be in accordance with standardized escrow procedures and Real Estate Settlement Procedures Act (RE SPA).
- Leveraged branch reduction-in-force to cross train and expand skill set; learned to process customer service requests, legal recording at county .
- Communicated accurately, timely and effectively with all parties involved in the transaction.
- Provides support to Escrow Officer by assisting with customer service, preparing estimated HUDs, process prior to doc and funding conditions, prepare .
- Responsible for ordering HOA documents, reviewing and clearing title, balancing, handling of funds for escrow closings, pre-closing maintenance and .
- Work closely with agents to exceed customers needs.

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Consider the ongoing debate on the multi-range of the federal government. Fund's accounting refers to management and revenue allocation that an organization acquires by means of donations, tax payments, subsidiah and other public and private sources. In some cases, the donation revenue should be placed back to the donation fund to continue to obtain interest for vain years before excess income can be placed on an alternative fund. Although accountants are often associated with increasing companies' profits through financial planning and management, this description does not necessarily describe the role they play in non-profit organizations and government agents. Foundation of Accounting Careers, Religious Institutions, Elementary Schools and Mother, Private Foundations, Hospitals and Charity Organizations are places for accountants to find Fund Accounting Work. Organization counsel can only use these funds to pay for books; They can not use the funds to pay for the construction of an addition in the library. When government expenses exceed tax revenue in a fiscal year, a fict orientation is created. Many governmental entities hire only certified public accountants. According to the US Department of Labor, the Bureau of Labor Statistics, accountants and auditors should experience constant growth in employment at © 2029. For example, a donor can give US \$ 1,000 and specify that it should be used to buy books for a library. The main objective of this type of fund is to prevent money for fixed payments from being removed from the unrestricted fund. These items are usually paid in fixed installments over time. To receive certification, you must fill in and go to an exam administered by the AGA. At They can usually use the income generated by donation assets as long as they do not touch the director. Government agencies in the The state and federal ones also use these moms. The certification provides non-profit and professional accountants of finances with national recognition of the Strong, Improved Knowledge of Strong and Higher Value for your employer or organization. The quasi-leagal requirements are those that are implemented by the organization. Fixed Asset Funds: Monetary assets that are placed in Fixed Assets Funds are generally used to pay for the long-term assets of the organization, such as land, buildings and equipment. The basic identity for the back of the funds is to monitor and document the use of assets that are donated by external parts. Some of the main objectives of background accounting include: making decisions on the best uses of limited resources, identifying crucial goals, objectives and goals related to the financial management of the organization that reports the cost of the disputes that provide information that provides information To help resource providers to evaluate the services that the organization provides and their ability to continue to provide these services that provide information on the organization during an specific time for time to Measure the changes in the quantity and nature of the wool resources of the organization that provides information on how the organization obtains and spends money and other wool resources, as non-profit organization and Government is not concerned with their users used to measure and analyze profits, some of the users used to be actually surprisingly funds accounting, without to the used ones in the á € ight of the business. Accountants were usually trained at work. In this regard, accountants who work with non-profit organizations are diligent to see that the disposable funds are being used to the most efficient way possible, in order to maximize the potential of each dome. There are six main categories that can be used to identify most funds: current funds current: current: current: This fits this category is used for the general operating expenses of the organization or government entity. Donation Funds: A Donation Fund has assets that obtain additional income. Legal and almost legal considerations many of the operational facets of non-profit organization and governmental entities are regulated by legal and almost legal requirements. Organizations that receive revenue through pilling and private sources of financing use the back accounting system, and they are not all traditional accounts. With the funds projected by the Council, the Council, instead of the donor, determines the use of the fund. Currently, the Government Accounting Association (AGA) provides a "government financial manager" assignment for accountants and other fine professionals who have obtained a bachelor's degree with at least 24 hours Crong Accounting, Finance, Economics, Orion, Audit Courses or Public Administration. , keeping input books or original journals that are published in the general and subsidiary meters that draw test balances to prove the equality of duties and chrons using a grain of accounts that is properly classified and Adjusted in the organizational structure funds categories, those involved in the accounting of funds usually also the task of identifying and tracking separate funds. These funds do not contain restrictions to the use of the assets they Contain. The immates are included in the letter or statute of each organization. Options include: obtain a bachelor's degree in accounting, finance, economy or a related field and work for a non-profit organization or government agency to obtain relevant experience in Background, obtaining the diploma of a member or the bachelor degree followed by a fund accounting certificate program. funds. The certification process consists of a training and exam component. Each background will have certain characteristics that determine how it will be used. The sectors of government and non-profit organization have experienced significant growth in recent years. In many cases, the donations made for non-profit organizations should be used to pay for a specific project or purpose. Accountants involved in the background accounting practice must be aware of the external and internal laws, rules and regulations that affect the constant practices of the organization. The restriction applies to the use of money only. Federal, state, and local governments also maintain accountants to manage tax revenues, administrative funds and financial aspects of the public service programs. Some higher education institutions now offer on-line fund accounting certificate programs and in the classroom, obtaining a bachelor's degree in accounting or a related field, followed by a master's accounting master's degree in most accounts Bachelor Degree, the programs offer funds accounting courses, government procedures and taxation for nonprofit organization. This allows the administration council of an organization to use these funds essentially in any way that they find the adjustment, provided that the funds are being used for which the organization was founded. The revenue of the donation fund may be placed in a restricted or unrestricted account, depending on the donor's instructions. Funds designed for the Council: These funds are created when the administration council of an organization transfers assets from a current unrestricted background to a new fund designated for a specific purpose. Today, there are more options open to students who want careers in this field. Non-profit private organizations are not in the judicms who use the full accounting of the backgrounds. Non-profit and governmental accounting certification credentials Nationally recognized professional associations provide certification credentials in the accounting of funds for non-profit government organizations and agencies: National Association of Non-Profit Accountants and Consultants (NPAC) offers a designation "Non-profit accounting professional" certified for accountants and other professionals of finance who worked to work on a non-profit organization for at least 18 months. Becoming CPA requires a bachelor's degree, taking the CPA uniform exam, gaining two years of work experience and becoming licensed by one of the 55 US jurisdictions. Accountants involved in the accounting accounts follow the restrictions that are placed in each donation acquired by the organization to ensure that the money is used correctly. According to all fund accounting, the government is restricted to the use of tax revenue to pay for the general administration of the government and the services it provides. Interested students, in a funds accounting career would be well advised to enjoy these courses. IRS generates revenue through taxes that it collects citizens and individual companies. Accountants can be informed of legal developments working in close collaboration with the juridical consultants of the organization and monitoring legislative developments in the ranging federal and state. Essentially, specialized funds can be established for any purpose, but money donated to a specialized fund should be used for the purpose for which the fund was established. Legal requirements include federal, state and relevant local laws such as tax regulations and reporting procedures. This allows the organization to obtain a clearer image of the current activities of the organization, comparing and discretionary spending from year to year. This includes: churches of charities and private and private charity institutions and nursing nursing Government agency orphanages Trusts Private Objectives of artist and cyclical and general funds accounting for the funds accounting objectives for non-profit organizations and government agencies differ in many ways that used á € -In the world of business for profit. Current Restricted Funds: A restricted background maintains active donated with the expectation that they will be used to a € € for a specific proportion. Types of organizations that use all the accounting of backgrounds many organizations outside the business sector use the background principles of the fund to manage their assets. Of course, as these sectors grow, they require additional counters to manage their funds and financial accounts. The purpose of most non-profit organization and government agencies is to avoid organic fcits, providing the greatest beneficial to the bullshit, strategically allocating the provisional resources. Specialized Funds Groups: As an example, some universities establish scholarship funds for exceptional students or for those who have shown financial difficulties. Found the options of education and accounting graduation of the accounting, there were few specialized graduation programs to finance the accounting of an organization or non-profit government agencies or agencies . agencies.

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