

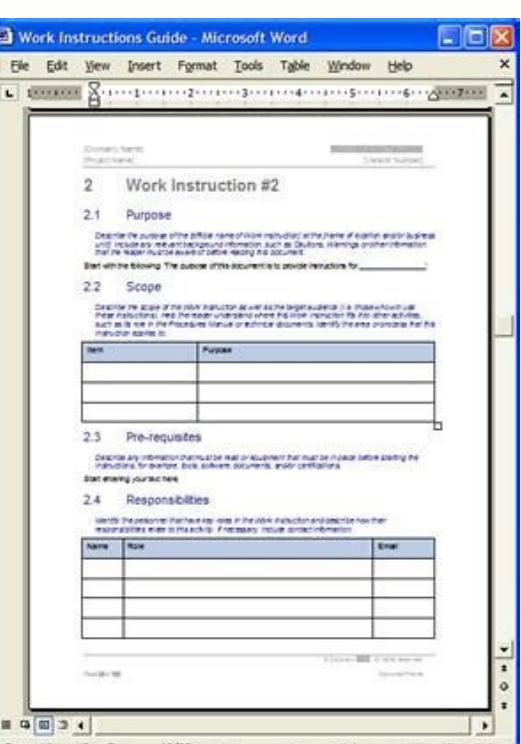


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ROBERT SMITH Notary Signing Agent III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a position as an Escrow Assistant. Enthusiastic and detail oriented. Along includes an attitude to face any challenges with the ability to work under pressure. Quality/Skills General Office Operations: Data Entry, Ten Key, Filing, Communication Skills Bilingual in English/Spanish [translate, speak, read, and write] Computer applications: Microsoft Word, Excel, Outlook, Encompass, LOS and Point.

CORE COMPETENCIES

DRDP, ECERs, ITERS, ASQ, IEP, IFSP And IDEA Proficient, Excellent Organizational , MS Word, Excel, Outlook; Type 35wpm, 10-key By Touch.

PROFESSIONAL EXPERIENCE

Notary Signing Agent III

Los Angeles County - August 2015 – 2020

Key Deliverables:

- Described the general purpose of the loan documents and ensured that the borrower signs, initials and dates the documents in all appropriate places.
- Administered an oath and notarized borrowers signature where necessary.
- Directed them to the lender if they had any questions related to fees.
- Made certain the borrower has their copy of the closing package.
- Delivered signed loan documents to designated office.
- Entrusted with sensitive and private borrower information.
- Transported documents between Escrow / Title and borrowers.

Notary Signing Agent

Delta Corporation - 2013 – 2015

Key Deliverables:

- Maintained a clean work place/office on a daily basis.
- I notarized all paper work on the refinance process.
- I also went over all the paper work for the .
- Being able to make all customers refinancing processing easier.
- Skills Used Great customer service.
- Closing of Loans Meet with client as.
- Notary Signing Agent Completion of Applications.

EDUCATION

- Education/General Education - (Antelope Valley College - Lancaster, CA)

2259 Oak Street, Old Forge, New York, 13420

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USE AS INCOME VERIFICATION FOR LOAN # _____

LETTER OF VERIFICATION: CONTRIBUTION TO HOUSEHOLD INCOME

Date _____

To Whom It May Concern:

This letter is written to state that I, _____, contribute to household income _____ per month. I have attached 1 month most recent income verification to verify the source of the income.

Sincerely,

I, _____, state the information provided is correct to the best of my knowledge.

Respectfully,

Signature _____ Printed _____ Date _____

NOTARY PUBLIC:

State of _____ County of _____
The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____.

Notary Signature _____

Commission Expiration Date _____

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Ordering a Notary Stamp and Newspaper To perform your duties as a notary public, you will need a stamp or embosser. However, E&O insurance will pay out in case of an honest mistake. A't A not if you intend to commit fraud. 1. As a notary public, you can work for banks, companies, schools or the state government. Some states require formal notary training and/or a passing grade on a notary exam. Notary bonds are currently required in 21 US states, according to the NNA. In addition, some states which allow you to buy a notary stamp or seal. What are the benefits of having a notary public? For example, in California, you must be at least 18 years old and a resident of California to become a notary public. All U.S. states, excluding those that allow notaries public to submit a notary public application and accompanying fee, which can range from \$20 to \$120, depending on the state in which you live. Also, be prepared for a delay. It can take months to get your commission approved if there is a large backlog of applications. File your Commission Paperwork and Bond with the regulatory official in your state Depending on your state, you may also have to file your commission paperwork and bond in your country once you are approved. Bonds and Errors and Omissions Insurance As a notary public, you may be required by your state to have a notarial bond. Notaries can be commissioned by their state or by a local government body, such as a county clerk. 4. However, the following steps will provide a good basic overview of what it takes, in general, to become a notary public. The amount of coverage of what you should not obtain depends on the type of documents you will not be noticing and the value of your assets. You can't expect to pay between If you have decided that becoming a notary public is the path for you or you just want to know more, note that each state may have different requirements. In addition, you may need a notary public's diary, depending on the state in which you live. Now that you know the basic steps to becoming a notary public, keep in mind that variations in requirements may exist depending on the state where you are applying to be commissioned. Apply for notary training According to the National Association of Notaries, 11 states currently require formal education or training for notaries public. E&O insurance will pay in addition to your policy if your policy does not cover the full amount of damages. You can also get your notary commission and run your own business. Which one you should ask for depends on your state; some states do not allow stamp engraving. If you make a mistake, the bonding company will pay the wronged individual for damages up to the face value of the bond. Review your state's notary requirements Start an online search for your state's One of the most important things a notary public needs to know are the current laws and government practices related to their duties and the documents they notarize. You can also fill out the form and submit it and the fee online. These states are: California Colorado Florida Missouri Montana Nevada North Carolina Ohio Oregon Pennsylvania Delaware (requires ongoing training and education for electronic notaries) Make sure that any required notary training and education you take is approved by the state where you are applying for a notary commission. Enter AAæcA(your state) AAæcA Here are the steps you need to take if you're looking to become a notary public :soir;Ation ?soir;Ation so aluger meuQ .largeini opmet me ogerpmie ues od adner a riutitsbus arap milopmart mu odnarucorp uo laratal oiesapp mu

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