

TAYLOR SMITH

8401 Spain Road NE Apartment 47D, Albuquerque NM 87111 (505) 362-3283

OBJECTIVE

To work in a consumer related industry that allows me to utilize my work history and educational experience. I want to find a career where I can make a difference, while making a living.

EDUCATION

UNIVERSITY OF NEW MEXICO; ALBUQUERQUE, NEW MEXICO
BACHELOR OF ARTS IN MUSIC
FALL 2010 - FALL 2015

EXPERIENCE

PROCESS SERVER, NATIONAL SERVICE AND INVESTIGATIONS;
ALBUQUERQUE, NEW MEXICO – MARCH 2018 - PRESENT

Primary Responsibilities:

- Deliver legal documents in a professional and timely fashion
- Communicate with defendants or the served party
- Demonstrate professional attitude in hostile situations
- Work with researchers to investigate and locate all necessary parties
- Prioritize orders while still meeting daily expectations
- Gather information through observation as well as face to face communication

POST CLOSING SPECIALIST, FIRST MORTGAGE COMPANY;
ALBUQUERQUE, NEW MEXICO – AUGUST 2015 - JULY 2017

Primary Responsibilities:

- Daily report and maintaining workflow expectations
- Manual processing of Loans for shipment to investor
- Scan / Upload documents into digital systems
- Analyze for correct documentation and request / forward any missing or extraneous items
- Authorize fundings via email
- Manage file systems
- Obtain coworker signatures both onsite and off.
- Insure loans with the FHA

I worked well independently while also was adaptable in teams and in various roles to meet expectations. I have been trained in Encompass and have completed Processor Training.

COURTESY CLERK, ALBERSTONS;
ALBUQUERQUE, NEW MEXICO – 2013 - 2014

REFERENCES: UPON REQUEST
