

Andrew Novotorov

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Career Objective:

To secure a signing agent position with “Financial Services,” and help real-estate clients in the verification, authentication, and closing of real estate transactions.

Summary of Skills:

- Experience of managing notarization of real-estate documents
- Knowledge of notary laws and rules of Florida state
- Excellent work experience of computer and verifying signatures of appearers
- Experience of closing purchase transactions
- Highly organized, committed, and honest person
- Outstanding communication, interpersonal, and organizational skills

Work Experience:

Signing Agent
Global Notary Inc., Corona, CA
December 2016 - Present

- Helping clients' verification for purchase transactions and real estate closings
- Collecting, compiling, and verifying documents from property owners
- Verifying the identify of borrowers and obtaining signatures on the documents in person
- Compiling and dispatching necessary documents to obtain signature from outside borrowers
- Assisting the loan procedures for property purchase and scheduling appointments for clients
- Keeping records, performing data entry, and matching signatures on documents

Education:

- Doctoral Degree in Education
Iowa State University, Ames, IA
2001
- Certified Notary Public
State of Florida, Secretary Office
2016

Reference:

On request.