

Nathan Davis

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Atlanta, GA 30313

(404) 695-5059

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PROFESSIONAL SUMMARY

Qualified professional with Mortgage experience as well as Customer Service skills. Dependable, ability to work independently, and consistently produces high quality results with established time constraints. Excellent interpersonal, written and oral communication skills and extremely detail oriented with proactive approach to problem solving. Available and eager to begin working immediately.

SKILLS

Mortgages, Loans, Customer Service, MS Word, MS Excel, MS Outlook, Spreadsheets, Data Entry, Call Center, Phone, Sales, Inventory, Clerical and Administrative

PROFESSIONAL EXPERIENCE

Keller Williams Realty Midtown

April 2018 - Current

- Home Sales

Verizon

November 2012- February 2017

- Manage Sales at the Verizon store in Buckhead
- Handle customer complaints and concerns, Troubleshoot there devices ranging from basic to smart phones, tablets to iPods.

Keller Williams Realty St. Louis

August 2005 to April 2012

Real Estate

- look up houses for clients using MLS, call perspective buyers, sellers, show houses, write contracts
- Review and communicate with title companies and lenders to insure proper closings, go over contracts
- Title work, loans applications with client to insure a clear understanding, Order termite inspections, set up appraisals, process surveys, BPO's

CitiMortgage (Temp job)

May 2007 to December 2009

Customer Care Investigator

- Made corrections to mortgage, interest rates, loan amounts, monthly payments etc.
- Call title companies to verify customer information and make corrections if needed
- Used excel Microsoft word, spreadsheet, and outlook
- Ordered lien releases, handled employment verification and some special projects.
- Assist Underwriter with loan prep and perform processing duties

Talx Corp.

February 2005 to May 2007

Customer Service Representative

- Answered inbound calls pertaining to W2s during tax season
- Handle 80-150 calls per day, Transferred calls
- Handled data entry
- Made corrections to W2s and had clients verify security questions
- April 15 to year end I did employment verifications.

CitiMortgage

August 2000 to January 2005

Auditor

- Review HUD's, PUD's appraisals, mortgage, note, signature affidavit, title, underwriting worksheet, transmittals, credit report, for accuracy
- Reviewed and analyzed complex residential mortgage applications in accordance with CMI policies, procedures and guidelines
- Ensured productivity standards and loan quality standards are maintained
- Reviewed mortgage application for potential fraud

EDUCATION

St. Louis Community College-Forest Park

Associates Degree in Business Administration/ Mgt

Parkway North High School

High School Diploma