
Document Processor Resume

Job Objective

Obtaining employment as Document Processor in a well established organization.

Highlights of Qualifications:

- Admirable experience in mortgage fidelity and documentation
 - Deep knowledge of billing, CC&B and document processing
 - Operational knowledge of practices and laws implemented for data confidentiality
 - Proficient in studying, reading and comprehending documents
 - Familiarity about computer keying, time management and filing systems
 - Ability to create business documentation accurately and professionally
 - Ability to effectually monitor varied timelines and schedules
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Professional Experience:

Document Processor
Interpublic Group, Dermott, AR
August 2007 – Present

- Managed and created all incoming written documents for imaging electronically.
- Ensured to index and image documents into different database.
- Segregated and batched all packages to be delivered overnight and entered its details in database.
- Entered indexing values to written documents for maintaining in imaging system.
- Revised documents to ascertain indexing categories, values and legibility.
- Researched and offered printed documents as desired using subpoenas as well as file requests.
- Ensured systematic marking of validation failures in index.
- Provided assistance to internal and external customers imaged paperwork retrieval.

Document Processor
Sun America Financial Group, Dermott, AR
May 2004 – July 2007

- Reviewed and ascertained loans related with received document packages for complete loan payments.
 - Updated and arranged 150 document packages every day.
 - Ensured to review document details and maintain update in span of 24 hours from date of receiving.
 - Identified all necessary document records are presented.
 - Searched for mortgage details in received package when essential mortgage documents were missing.
 - Created certificates for Veterans Administration and dispatched same to VA offices.
 - Administered VA Report and updated tracking system with relevant findings.
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Education:

Bachelor's Degree in Accounting
Washington State University, Pullman, WA

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