

# Lindsey Hawkins

## ADMINISTRATIVE ASSISTANT

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### CAREER HIGHLIGHTS

#### ESSENTIAL EDGE COMPLIANCE OUTSOURCING SERVICES, LLC

##### ADMINISTRATIVE ASSISTANT

- Reporting to the Chief of Staff, prepare and update company policies and templates.
- Ensure accuracy of expenses in Expensify and generate reports.
- Manage ShareFile folders for streamlined document access and retrieval.
- Format documents to ensure they are client ready.

#### DHI TITLE AGENCY, FORT MEYERS, FL

##### ESCROW ASSISTANT

- Successfully processed 150 homes in new construction sales.
- Assisted Closing Agents with initiating wires and post-closing procedures.
- Communicated consistently with lenders, buyers, builders, and real estate agents.
- Earned designation as a Florida Notary.
- Completed a closing license education course.

#### DOMA, REMOTE

##### REMOTE ESCROW CLOSING SPECIALIST

- Balanced closing disclosures, reviewed complete transactions, and created final closing package for accuracy within service level agreement time frames.
- Effectively executed on a production team with competitive tasks and timeframes.
- Exceeded all monthly action count expectations and helped train other teams.

#### UNISOURCE NATIONAL LENDER SERVICES, SANTA ANA, CA

##### ESCROW CLOSER

- Simultaneously performed seamless, efficient execution of multiple, high-volume projects with accuracy, resulting in promotion to Team Lead Assistant.
- Balanced closing disclosures, funding, and disbursed closing funds to all parties within the transaction.
- Cleared title including liens, judgments, subordinations, and completing title packages. Created and distributed final policies.
- Gained expertise in title and escrow in multiple states.



### EDUCATION

#### BAKER COLLEGE — CLINTON TOWNSHIP, MI

EMT/Paramedic — Certificate

#### HENRY FORD II HIGH SCHOOL — STERLING HEIGHTS, MI

General Studies - Diploma

## **NETWORK TRANSACTION SOLUTIONS, PLANT CITY, FL**

### **REMOTE MOBILE CLOSING COORDINATOR**

- Identified and scheduled mobile notaries to conduct closings around the country.
- Disseminated closing packages to notaries and reviewed scans for funding in a timely manner.
- Gained expertise in review of lender documents.
- Performed duties on a 24 hour basis, fielding national calls.

## **TOTAL TITLE SOLUTIONS, CLEARWATER, FL**

### **PAYOFF DEPARTMENT SUPERVISOR/TITLE PROCESSOR**

- Achieved a perfect track record of ensuring every document was received to clear title prior to closing, resulting in promotion to Payoff Team Supervisor.
- Communicated with all parties including clients, lenders, attorneys, and brokers. Reviewed contracts, commitments, and search package to set up files to determine requirements.
- Researched municipal liens, order mortgage payoffs, code lien payoffs and taxes/prorations. Created all affidavits, and HOA estoppel/approval letters.

## **AEROTEK, DETROIT, MI**

### **COMMITMENT TYPIST FOR TITLE SOURCE**

- Ranked #1 in team production within three months.
- Consistently received high quality monthly production scores.
- Engaged in quality control activities within a high production environment.

