

GENERAL REFERENCES

Company: Fletcher Dental Phone#: 731 653 7455
Contact: Melissa Curd Spoke to: _____ Date: 10-27-2020
How long have you known this Signing Agent? 1yr
How would you describe their character?
Friendly, Outgoing, Able to Communicate and Knowledgeable

Company: Apex Bank Phone#: 731-213-0803
Contact: Laura Lamb Spoke to: _____ Date: 10/27/2020
How long have you known this Signing Agent? 1yr
How would you describe their character?
Efficient, Knowledgeable,
Melinda truly cares about her customers. She makes sure
that they understand their documents. She goes above & beyond
Laura Lamb

Melinda Bodven

Camden Tn (425) 610-7706

Commissioned in Benton County

Finessenotarytn@gmail.com

Professional Summary

Accomplished, energetic Mobile Notary with a solid history as a Loan Signing Agent. Proficient in other Specialized Notary activities. Track record for organizational skills, and motivated to meet each individual client's needs. Up-to-date with National Notary Association Certified yearly background check.

Skills

Clerical Organization

Customer Service

Professionalism

Strong Work Ethic

Computer Savvy

Experience

Mobile Notary Public

Tn commission June 2019 to present

Wa commission June 2018 to June 2019

Mortgage Transaction Closings

- Fulfill lender requirements and review all files
- Flexible and ability to work under pressure.
- Knowledge of mortgage loan closing process.
- Review signed documents for accuracy of signing verifying no alterations and in compliance.
- Follow up with any post-closing issues that may arise.

Specialized Notary Work

Power of Attorney Affidavits Medical Directives

Customer service

- Dental Assistant (approx 40 yrs)
- Sales Experience (approx 5 yrs)
- President of Booster Club (4 yrs)

Education

- Notary2Pro Loan Signing training and Certification
- Sign and Thrive Loan Signing Training
- Laura Biewer Specialty Notary Work Training