**VICTORIA WATSON 6541 Crandall Circle Indianapolis, IN 46260 (317) 993-8167**

**Employment**

**Nationstar Mortgage/Aurora Bank FSB**  (7/2012-1/2013)

5920 Castleway West Drive Indianapolis, IN

(317) 806-7072

***Foreclosure Specialist***

Process post referral foreclosures for Attorneys to assure that the Foreclosure process are completed in a timely manner according to various state guidelines. Constant Attorney contact and monitor files daily for errors and updates during the Foreclosure process. Perform Title, 1st Legal/Complaint, Judgment and Document review.

**Aurora Bank FSB/The National Firm** (7/2008- 7/2012)

5920 Castleway West Drive Indianapolis, IN

(317) 572-2495

***Foreclosure Specialist***

Process post referral foreclosures for Attorneys to assure that the Foreclosure process are completed in a timely manner according to various state guidelines. Constant Attorney contact and monitor files daily for errors and updates during the Foreclosure process. Perform Title, 1st Legal/Complaint, Judgment and Document review.

**Goodwill Industries of Northeast Iowa, Inc.** (12/2006-5/2008)

2640 Falls Avenue Waterloo, IA

(319)234-4626

***Part-time Community Trainer***

Train, supervise and prepare persons with disabilities to work in the community.

**First American Field Services/Manpower** (5/2004-5/2008)

(GMAC Mortgage) Waterloo, IA

(319) 236-4749

3451 Hammond Avenue

***Mortgage Default Services Property Preservation Specialist***

Assure that vacant properties are maintained and kept up to code so that no violations or liens will be placed on them before foreclosure sale. Work extensively monitoring properties and placing work orders to keep in compliance with HUD regulations. Responsible for 17 states with approximately 400 FHA properties while in default and in pre-foreclosure sale

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**Heartland financial Services, Ltd.** (2/2002-5/2004)

2310 Falls Avenue *Waterloo, Iowa*

(319) 833-2031

***Office Manager***

Payroll, Accounts Receivable, Accounts Payable, answer phones, process life insurance paperwork. Very strong customer service. Interaction with several life insurance companies obtaining information for and regarding clients. Submitted paperwork for Agents to obtain credits for classes attended to keep their licenses updated. Filing, extensive computer work updating client information, typing letters and Agent licensing paperwork.

**XEROX BUSINESS SERVICES** (2/1998-11/2001)

Keystone at the Crossing

Indianapolis, IN

**Account Associate/On Site Manager**

Contract position. Operated copy center performing printing and copying utilizing various Xerox equipment. Performed routine machine maintenance. Finishing services also provided including but not limited to wire-o-binding, cutting, padding, preparing company manuals and color copier operation. Provided customer service along with training new and temporary employees. Monthly billing. Extensive customer service.

**SKILLS:** I have an extensive customer service background. Ability to reason, make good sound judgments, pay attention to detail, strong communication skills, oral and written, computer, typing and data entry skills, ability to meet deadlines along with multi-tasking skills I am eager to expand my knowledge.

**REFERENCES FOLLOW:**

Chad Winkler Cash Credit 319- 529-7856

Mrs. Sharon Hagedorn Sedona Staffing Services 319-268-9204

Ms. Denise Perkins Accounting Services 317-341-2340