

Erin A. McKeon
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OBJECTIVE To have a full time successful career as a Closing Agent for substantial Title Company.

EDUCATION Currently enrolled at Ivy Tech State College for Business Administrative Major, expected graduation date of May 2006.

EXPERIENCE ***Closing Agent, Title First Agency
Full-time October 2005-Present***
Conduct closing by explaining and notarizing documents. Prepare settlement statements based off of closing instructions from lenders. Handle all pre and post closing transactions including disbursement of funds and documents. Greet and assist clients with whatever questions they may have. Answer phones and did general office work. Help out in all areas needed.

***Asst. Closing Agent, Tippecanoe Title Services, Inc.
Full-time June 2003-October 2005***
Handled pre and post closing transactions. Greet clients and offer beverages and pastries while directing to the closing room. Handed and maintained closing funds and disbursements. Answered phones and did general office work. Helped out in all areas needed.

***Inside Sales Assistant, Alcoa
Full-time June 2002-June 2003***
Process purchase orders. Maintained and updated database with revised information. Built files for new products. Processed daily acknowledgements. Answered phones and did general office work. Helped out in all areas needed.

***Sales Intern, Alcoa
Full-time June 2001- June 2002***
Processed purchase orders. Filed purchase orders, quotes, drawings. Maintained and updated filing system.

CERTIFICATES Title Services State Certificate, obtained Nov. 3, 2005.

REFERENCES Available upon request