

Lyn Ischy

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Objective

Seeking a challenging position utilizing my Office Coordinating abilities, customer service and public relations and an extensive fund of accounting and/or real estate knowledge.

Experience

**OneWest Bank
Financial Freedom
Acquisition, LLC
September 2009 –
present**

Foreclosure Specialist III

- Explain the foreclosure process to borrowers or heirs
- Provide the allowable options that are available to prevent foreclosure
- Maintain customer relations between all parties (borrowers, heirs, agents, attorneys and investors)
- Maintain file documentation as to what all is happening on each file
- Correspond and provided all documentation required by the attorney to prepare for foreclosure
- Review title, documents and make sure marketable title is provided to the investor upon notice of property acquired
- Assist in providing necessary information to process title claims when necessary
- Receive lender documents, review and provide to attorneys as necessary
- Provide a relaxed and informative work environment
- Send all required documents to attorney for recording
- Authorize payments to make sure the investors lien is always protected, as required.
- Provide notice to investors when property has been acquired and ready for market
- Assist customers/clients with questions
- Maintain accurate documentation in multiple systems for customers, attorneys and investors as well as co-workers
- Work closely to with my superiors to be proactive in correcting errors before they become problems or issues
- Comply with various guidelines to protect the interest of all parties

**Chicago Title
Insurance
August 2006 – June
2008**

Escrow Officer

- Receipt in contracts and provide assistance throughout the closing process
- Order title commitments, tax certificates, surveys and HOA packets
- Review and Clear items off the title commitment

- Consult Underwriting on issues others say are unable to resolve
- Review and compare the survey to the title commitment
- Correspond and provided all documentation required by the lender to prepare for closing
- Schedule closing to accommodate with all parties schedules
- Prepare estimated and final HUD-1 Settlement Statements
- Receive lender closing documents, review and comply with the lender's closing instructions
- Provide a relaxed and informative closing
- Send all required documents to lender/funder for funding authorization
- Disburse all funds and distribute, as required.
- Assemble file for Title Policy processing
- Assist customers/clients with questions
- Taught continuing education classes to agents
- Market new and existing business
- Closed estates, residential, commercial, note sales, interim construction, permanent financing, one time close, home equity, manufactured homes.

**Residential
Resources
May 2004 – August
2006**

Escrow Officer

- Receipt in contracts and provide assistance throughout the closing process
- Order title commitments, tax certificates, surveys and HOA packets
- Review and Clear items off the title commitment
- Consult Underwriting on issues others say are unable to resolve
- Review and compare the survey to the title commitment
- Correspond and provided all documentation required by the lender to prepare for closing
- Schedule closing to accommodate with all parties schedules
- Prepare estimated and final HUD-1 Settlement Statements
- Receive lender closing documents, review and comply with the lender's closing instructions
- Provide a relaxed and informative closing
- Prepare buyer and seller closing copies
- Send all required documents to lender/funder for funding authorization
- Disburse all funds and distribute, as required.
- Prepare and send lender closing package
- Assemble file for Title Policy processing
- Assist customers/clients with questions
- Taught continuing education classes to agents
- Market new and existing business

Closed estates, residential, commercial, note sales, interim construction, permanent financing, one time close, home equity, manufactured homes.

**Longhorn Title
Company
January 1996 –
April 2004**

Escrow Officer

- Receipt in contracts and provide assistance throughout the closing process
 - Order title commitments, tax certificates, surveys and HOA packets
 - Review and Clear items off the title commitment
 - Consult Underwriting on issues others say are unable to resolve
 - Review and compare the survey to the title commitment
 - Correspond and provided all documentation required by the lender to prepare for closing
 - Schedule closing to accommodate with all parties schedules
 - Prepare estimated and final HUD-1 Settlement Statements
 - Receive lender closing documents, review and comply with the lender's closing instructions
 - Provide a relaxed and informative closing
 - Send all required documents to lender/funder for funding authorization
 - Prepare and send out lender, buyer and seller closing packages
 - Disburse all funds and distribute, as required.
 - Assemble file for Title Policy processing
 - Assist customers/clients with questions
 - Taught continuing education classes to agents
 - Market new and existing business
- Closed estates, residential, commercial, note sales, interim construction, permanent financing, one time close, home equity, manufactured homes.

Title Examiner

- Set up new order and ordered tax certificates
- Pulled run sheets for property and name searches for all parties involved in the transaction
- Prepared manual run sheets from index cards
- Copied documents from microfilm and cds for examination
- Prepared copy package of all Schedule B and C documents to be sent out with the title commitments
- Prepared all aspects of the title commitment
- Reviewed surveys and made required changes to the title commitment
- Revised and updated title commitments
- Prepared property profiles for customers/agents
- Assisted in customer service for the closing officers

- Assist closing officers in clearing Schedule C items
- Assist in preparing lender closing packages
- Assist in sending out checks after funding and disbursing

Education

Georgetown ISD
August 1972 to
May 1985

- Member of Future Homemaker's of America
- Member of Future Business Leaders of America
- Member of Vocational Office Education
- Member of the Freshman Volleyball team, Varsity Golf team Junior and Senior years

Sul Ross State
University
Fall 1985
Spring 1986
Fall 1986
Spring 1987
Fall 1987

- Undergraduate studies

Austin Community
College
Summer 1986
Summer 1987
Summer 1988
Fall 1989
Spring 1990

- Undergraduate studies

References

References are available on request