

Sharon Davis

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Authorized to work in the US for any employer

Work Experience

Home Remodeler

Harley Davis Remodeling - Corinth, MS
March 2018 to Present

Commercial and residential repair and remodeling. Services include internal and external painting, wall and ceiling repair, landscaping, flooring, appliance delivery and installation,

Owner

Sears Hometown Store - Corinth, MS
May 2014 to March 2018

- Daily manage all aspects of the business; Customer Relations, Sales, Leasing, Training, Advertising, Inventory Control, Delivery and Installation
- Build relationships with local industries, government agencies, businesses and individuals providing personalized customer service
- Make best fit recommendations to client needs and desires
- Work with partners, vendors, and media to promote our products and services

Escrow Specialist/RESPA Project Specialist

LandSafe Services, Bank of America - St. Louis, MO
July 2010 to January 2014

- Verify documentation for mortgage refinance loan transaction
- Liaison between title company and fulfillment agent to expedite loan funding
- Disburse funding for mortgage payoffs, borrower proceeds, insurance and taxes
- Resolve funding differences and post-funding out of balance conditions
- Identify missing loan documents and work with off-shore associates to locate
- Contact title companies requesting updated HUD-1 Settlement Statement
- Research and identify location of documents using various computer databases

Real Estate Title Examiner

Bendun Abstract, Inc - Smyrna, GA
March 2003 to December 2009

- Research, analyze, and evaluate public records to verify ownership of property
- Identify all factors impacting that ownership such as mortgages and liens
- Prepare and summarize reports outlining title status and supporting documentation such as civil court and probate filings regarding chain of title
- Determine security deed priority
- Provide monthly foreclosure sales services

Bank of America - Documentation Specialist, Business Credit
SouthTrust Bank - Customer Service Specialist
Fulton Federal Savings Bank - Marketing Research Specialist

Education

Bachelor of Business Administration in Marketing

Georgia State University - Atlanta, GA

Associates of Arts in Business Administration

Dekalb Community College - Clarkston, GA

Skills

- Painting
- Carpentry
- Remodeling