

KATHRYN WOOD



NotaryKMW@gmail.com



248-219-5610



Mount Pleasant, MI
48858

A productive office professional with an organized nature, excellent time management, and skill in prioritizing tasks. With more than five years of work experience in various office settings, I have strong competency levels, am always willing to learn new things and have a passion for excellence in everything I do.

SKILL SET

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams)
- Zoom, Microsoft Teams (Hosting and Presenting virtual meetings)
- Second Review / Quality Control
- Customer Service / Receptionist
- Office Supply Inventory / Ordering
- Scheduling
- Accounts Payables / Receivables
- Shipping and Receiving of Mail / Packages

CERTIFICATIONS

Notary Public, State of Michigan
05/2003 – Present

EDUCATION

Baker College, Flint, MI

- Bachelor's Degree: Business Administration, 2017

WORK EXPERIENCE

Huntington National Bank, Midland, MI – Consumer Loan Servicing Specialist 1

TCF Bank, Midland, MI – Loan Quality Analyst

Chemical Bank, Midland, MI – Loan Servicing Specialist

11/2016 – Present

- Review of post-closing Consumer Loan documents verifying accuracy and completeness
- Communicates with various Loan Officers to secure any missing or incorrect documentation
- Second Review/Quality Control of both Consumer and Commercial loan servicing information

Spherion Staffing Company, Midland, MI – eBanking Technician

10/2015 – 11/2016

- Greeted customers in a friendly and helpful manner
- Delivered positive customer service
- General clerical skills (computer data entry, scanning, filing)

Stillman Law Office, Farmington Hills, MI – Mailroom Team Lead

06/2014 – 08/2015

- Responsible for all incoming and outgoing mail for 120+ people on daily basis
- Assisted in streamlining Mail Room processes and procedures
- Continuously delivered positive customer service alongside other team members
- Performed receptionist and other clerical duties on rotating basis and as needed

MedSupply Corporation, Flint, MI - Office Coordinator

01/2013 – 10/2013

- Coordinated schedules and paperwork for patients and clinicians in a healthcare setting
- Verified active insurance policies
- Tracked and maintained office supply inventory
- General clerical skills (computer data entry, receptionist, scanning, filing)

***VOLUNTEER &
COMMUNITY***

American Cancer Society, Volunteer

November 2015 - Present

- Relay for Life of Midland County
- Organizing fundraising activities
- Raising funds and awareness for the Cancer Action Network

Daughters of the American Revolution, Member

April 2017 - Present

- Volunteer effort to support Veterans and Active Duty Personnel
- Donation of 100 hand crafted fabric masks during 2020
- Raising awareness for conservation

Mount Pleasant Community Church, Member and Volunteer

January 2018 – Present

- KidsLife Worker
- Isabella County Rotating Homeless Shelter