



Domenic K. Smith

2322 Theresa Street
Jefferson City, MO 65101

(573) 301-4611

domenicsmith779@gmail.com

OBJECTIVE

Experienced Escrow Administrator seeking a position at City of California where I can utilize my current and previous career experience, to help facilitate the success of the company through a fitting position

WORK EXPERIENCE

Jefferson Bank- Escrow Administrator

February 2018 - Present

Job description: Responsible for providing clerical support during the opening, maintaining, and closing of escrow account.

Managed many residential home loans for Central and Jefferson Bank.

Daily duties include opening incoming mail, managing money moving in and out of escrowed accounts, calling customers and insurance agents,

Handle PMI through customer accounts including opening, closing, and paying PMI companies

12B Combat Engineer, Missouri National Guard

November 2016 - Current

Service Tech, J.C. Heating and Cooling

March 2016 - Feb 2018

Job Description: Responsible for taking calls and troubleshooting HVAC systems

Installed new or used HVAC systems and collected payments from customers

Successfully fabricated and installed industrial grade duct work

Cashier, Menards

March 2014 - April 2016

EDUCATION

Jefferson City High School

2013 - 2016

Nichols Career Center- HVAC

2013 - 2016

SKILLS

Problem Solving, Adaptability, Collaboration, Critical Thinking, Time Management, Leadership, Computing, Planning, and Organization

References

Justin Brumble

Wright County Sheriff

573-578-3723

Shannon Langlotz

Senior Escrow Administrator- Central bank

573-680-1179

Michael Shepard

Sergeant First Class- 335th Platoon Leader Army
National Guard

417-861-9118

Bradley Pieining

Manufacturing Manager- Schneider Electric

573-874-8289