

# Hemmings Edmunds

SR. ITES EXECUTIVE

✉ info@resumekraft.com

📞 +1-202-555-0114

📍 Geneva, New York, US

🌐 [linkedin.com/in/hemmings](https://www.linkedin.com/in/hemmings)

## SUMMARY

Enthusiastic Sr. ITES Executive eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Adept at preparing and maintaining files, learning new things with various environments. Good communicator and planner with strong judgement and critical thinking abilities.

## SKILLS

MS Office	● ● ● ● ○	Data entry	● ● ● ○ ○
Process management	● ● ● ● ○	Document review	● ● ● ● ○
Routine management	● ● ● ● ○	Service-focused	● ● ● ○ ○
Daily reporting	● ● ● ○ ○		

## EXPERIENCE

### Sr. ITES Executive

Elite Technology Services Sep 2017 - Present

#### Job Profile:

- Working as a Sr. ITES Executive to determine operational weak points and implemented corrective actions to resolve errors and facilitate the best quality.
- Assigned daily employee tasks and monitored activity and completion.
- Evaluated employee skills and knowledge regularly, providing hands-on training and mentoring to individuals with lagging skills.
- Prepared detailed reports on a monthly basis on updates to project specifications, progress, identify conflicts, and team activities.
- Managed schedules, accepted time off requests and found coverage for short shifts.
- Developed an exceptional attendance record with special attention to punctuality and preparation to work upon arrival.
- Maintained regular contact with clients and identify opportunities to deliver added value to client relationships.
- Reviewed and updated client correspondence files and text database information to maintain accurate records.
- Analyzed still and motion imagery and data to produce geospatial intelligence for military operations.
- Determined location and dimensions of objects.
- Produced tables, pivot reports, and charts for use in key decision-making processes.

### Process Associate

Marinity Infotech Mar 2016 - Sep 2017

#### Job Profile:

- Reviewed legal documents such as mortgage loans, title liens, and property easements to assess relevant property factors.
- Performed full and partial title search.
- Worked as a part of Loan Processor in mortgage servicing platform.
- Performed document reproduction, printing documents from electronic sources such as email attachments, PDF files, and cloud storage.
- Checked daily incoming paperwork and documents and made copies before filing.

- Updated records with new information.
- Created reports, correspondence, and spreadsheets with Microsoft Office programs.

## EDUCATION

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### Bachelor of Science

University Of Newyork [Sep 2009 - Jul 2012](#)

#### Field of Study:

Computer Science, Mathematics, Physics, English

### Higher Secondary

Georgia Institute of Technology [Jun 2007 - Jun 2009](#)

## LANGUAGES

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French



Arabic



English

