Marguerite Ostrowski

Notary Signing Agent

Harrisburg, PA · marguerite.ostrowski@example.com · (717) 555-0137 · LinkedIn

SUMMARY

Pennsylvania notary public commissioned since 2020 and certified loan signing agent with more than 900 completed closings. Keeps package corrections under 1% through a tab-and-recheck routine, returns scanbacks within 2 hours and holds $50,000 E&O coverage. Comfortable with purchase, refinance, HELOC and estate documents.

EXPERIENCE

Mobile Notary and Loan Signing Agent — Keystone Signing Partners

Harrisburg, PA · Jan 2022 – Present

- Completed 920 loan signings for 11 title and escrow companies, with 8 packages returned for correction in that time.
- Return scanned packages within 2 hours of each signing and ship originals the same day, meeting every funding deadline in 2025.
- Run 15-20 appointments a week across 4 counties, including evening and Saturday slots for working borrowers.
- Refused 6 notarizations in 2025 for ID or willingness concerns, recording each in the journal and notifying title the same hour.
- Built a pre-appointment checklist now shared with 3 newer signing agents in the network.

Teller and Branch Notary — Susquehanna Valley Credit Union

Camp Hill, PA · Jun 2018 – Dec 2021

- Notarized about 1,100 documents for members, mostly vehicle titles, affidavits and powers of attorney.
- Balanced a cash drawer to the cent on 98% of shifts across 3 years.
- Trained 4 tellers for their notary commissions, all of whom passed the state exam first time.

SKILLS

Commission: Pennsylvania notary public, RON authorized, $10,000 bond, $50,000 E&O

Documents: Purchase and refinance packages, HELOCs, deeds, powers of attorney, affidavits

Tools: SignNow, DocuSign, dual-tray laser printer, mobile scanning apps

Practice: Identity verification, journal keeping, certificate completion, oaths and affirmations

CERTIFICATIONS

Certified Notary Signing Agent, 2021

Annual background screening, 2025

EDUCATION

A.A. in Business Administration, Harrisburg Area Community College, 2017

Fictional example by FindAJobAI: the person, employers and numbers are invented.