

How to Make a Notary Profile

Saxet Yraton Cilbup

Mobile Notary and Loan Signing Services
Velasco and Surrounding Counties

*There's no way to hide it—I'm new at being a signing agent,
but I'm punctual, cordial, and teachable!*



Saxet Yraton Cilbup
Notary Professional

Ph 555.555.5555
Fax 555.555.5555
Saxet@SYCNotary.com

SERVICE AREA

- City
- City
- City
- Name County
- Name County
- Name County

NOTARY COMMISSION

TX #1234678 Exp. 12/12/20

NOTARY HOURS

Sunday

1:00 p.m. – 7:00 p.m.

Monday - Friday

5:30 p.m. – 10:00 p.m.

Saturday

8:00 a.m. – 10 p.m.

Website:

www.SYCNotary.com

*My website has more detail
on my skills, background, and
why I believe you should take
a chance on me!*

If you call me during my business hours, I'll answer! If you text or email me, I will respond. I've been performing as a mobile notary for six months and have assisted more than 50 clients for whom I have notarized wills, powers of attorney, contracts, a couple of deeds, and a few affidavits.

- Printing large packages, then scanning them back to my client for review isn't a problem. I welcome it and have invested in a fast two-drawer printer and fast document scanner.
- Both in training and on my own, I have reviewed documents for refinance loans, home equity loans, and reverse mortgages. I would gladly submit to a telephone interview or testing.
- I recognize that you need updates from me at certain points and, I'll do my best to ensure you get them. I am not afraid to call you if I have a question.

Finally, If I make a mistake, I'll take care of it immediately. It would be my pleasure to serve you and your clients! Thank you for reading my profile. Updated 6/12/19.

Equipment

- Brother 2-drawer printer HLL 6200 DW (45 ppm)
- Epson ES 400 Fast Document Scanner (40 ppm)
- MS Surface Pro Tablet with Stylus
- Stationary dedicated i7 Dell Laptop
- Hi speed cable internet
- MiFi – Verizon for secure data on the road.
- Spare Brother Laser Printer HL 2200
- Pixel 2 XL Smart Phone

Computer Security

- Encrypted email
- Sophos Virus Software on all devices.
- Storage of loan related documents on Passport 1 TB drive (not the cloud) during printing/deleted after appointment.

Loan Signing Agent Certifications and Notary Classes

- XXXXXX XXXXXX XXXXXX 11/16/18
- XXXX XXXXXX 12/16/18
- XXXXXX XXX 01/17/19

Criminal History & E/O

- Background check - clear 11/16/18
- Errors & Omissions Policy for \$50,000 Expires Dec. 31, 2020

Professional Memberships

Item	Item
Item	Item

Signing Agent Experience

This is where you will begin inputting experience after you have some. I put this at the bottom because it is not your strongest attribute.