

Stephanie R. Lara

San Francisco, CA 94130
(805)623-9956

Summary of Qualifications

- Self-Starter
- Works independently
- Ability to multi-task
- Organization skills
- Administrative and clerical responsibilities
- Ability to make decisions
- Uses judgment in resolving issues
- Meeting deadlines
- Works efficiently under pressure
- Team player

Experience

Residential Mortgage Loan Processor

- Knowledge of Broker Lending
- Loan submission
- LP/DU knowledge
- Loan Origination
- Managing loan pipeline
- Collection of all required documents required to fund loan
- Research information needed to complete tasks
- Building strong relationships with various lenders and escrow agents

Supervising Skills

- Delegated and assigned job functions for a team of eight women
- Facilitated various workshops such as credit repair, time management, and loan origination
- Recruited, hired, and trained clerical and loan processing positions
- Leads by example ,develops employee work ethic and value for providing excellent customer service

Related Experience 1998-Present

Den-Mat Corporation
Mortgage Solutions Inc.
Camarena Financial Services Inc.
Santa Maria Valley Funding Inc.

Accounts Receivable (Santa Maria, CA) 2Yrs.
Senior Loan Processor (Santa Maria, CA) 6 Yrs.
Loan Processor II (Santa Maria/Santa Barbara, CA) 3Yrs
Jr. Processor.(Santa Maria, CA) 2Yrs.