

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
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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.