

Elisha Gill

11474 Golden Gate Drive Yucaipa, CA 92399 | **(909)835-5716** |
Mrs.Elishagill@gmail.com

Objective

Fast learner seeking a loan officer position with an established mortgage company with an opportunity for career advancement and growth. My goal is to obtain a position that allows me a chance to put my skills and knowledge to work, while sharpening my skill set and building new relationships.

Experience

Home Mortgage Consultant |[PRMG Mortgage](#)

2016-2016

Responsible for working as a Home Mortgage Consultant (HMC) to produce high quality loans that meet PRMG guidelines by building referral relationships with realtors, builders, financial professionals, past customers and other nontraditional sources while providing excellent customer service. Strong sales and organizational skills.

Home Mortgage Consultant |[Wells Fargo Home Mortgage](#)

2015-2016

Responsible for working under the guidance of a Home Mortgage Consultant (HMC) to produce high quality loans that meet Wells Fargo Home Mortgage guidelines by building referral relationships with realtors, builders, financial professionals, bank stores, past customers and other nontraditional sources while providing excellent customer service. Strong sales and organizational skills.

Dealership Operations Assistant Manager |[Pass Auto Center](#)

2013-2015

Financing, marketing, online marketing, sales, customer care, account management, advertising, DMV compliance/paperwork filing, accounts payable/receivable and document preparation. Day to day dealership operations.

Administrative Assistant |[Auto Source](#)

2013- 2014

Job duties included billing/invoicing, payroll administration, Customer care, account management, advertising, and document preparation.

Administrative Assistant|Famous Tire Co.

2012 - 2013

Job duties included billing/invoicing, payroll administration, customer care, account management, advertising, and document preparation.

Server|Morongo Casino Resort & Spa

2010 – 2012

Responsible for beverage service on the casino floor, and in a high volume nightclub bar. Delivering superior guest service at all times.

Wedding Planner Assistant|Bellasposa

2011-2014

Assist with managing on-site production and cleanup for events

Service Writer Assistant|Charter Idealease

2001-2003

Job duties included billing/invoicing, payroll administration, customer care, account management, database administration, and document preparation.

Relevant Skills

- Loan Application Processing
- Quality Control
- Referral Sourcing
- Communication
- Time Management
- Negotiation
- Understanding of underwriting policies
- Demonstrated ability to handle confidential material and records
- Strong interpersonal and organizational skills
- Excellent customer service skills

Professional References

Sean McCoy_Branch Manager_PRMG Mortgage
smccoy@prmg.net

Terry Zupan Jr._Business Owner_Teezey Motorsports/Maufacturing
951-536-2135

John Selvaggio_Business Owner_Pass Auto Center
951-849-7878