

# J A S O N L . G R E E N

## SUMMARY OF QUALIFICATIONS

### **03/2003 - 08/2005** Countrywide Home Loans

#### ***Production Coordinator / Account Manager***

- Duties for this position consisted of locking loans, maintaining Account Executives & Business Partners pipelines, receiving conditions via fax or email, placing the documents w/ the correct file & clear any open stipulations. Conditions that I was authorized to clear was title commitments, hazard insurance, wiring instructions, tax certs, surveys, fee sheets, payoffs, employment verifications, letters of explanations & verifying CPA letter. A big part of the position was dealing w/ Business Partners via the phone or email, assisting them w/ status of their loan(s), to lock the interest rate of their loan or to discuss the stipulations of the loan file. On down time I would also assist the Production Assistant register the new files into the system & submit them into underwriting.

### **07 / 2001 - 02 / 2003** Long Beach Mortgage Specialty Home Loans / Washington Mutual

#### ***Funder***

- Ordering Wires - Checking over loan file to make sure that all conditions have been met and signed off on. Then filling in and/or correcting broker, lender and title fees in computer system so that wire amount could be figured and balanced. Finally fax out wire request up to WAMU corporate office for them to process and send out the wires.
- Checking in Loan Documents - Receive loan package from title companies/attorneys from which the borrower(s) had signed at closing. Review all documents to insure that the borrower(s) signed each document correctly and are properly notarized. Then prepare a collateral package and complete the loan file with the required documents. If required documents and/or conditions are not in file produce a funding delay for proper documents and/or conditions.

**03 / 2000 - 07 / 2001 Crossland Mortgage / Wells Fargo Home Mortgage  
*Loan Coordinator***

- Clear to Close - Filled in fields of data from mortgage applications, appraisals, title commitment, tax certificates, and wiring instructions. Phone to fax brokers to let them know what closing conditions are needed for their file to be logged for closing.
- Approvals - Order flood certificates for each file that and underwriter approved. Check underwriting fields in computer to make sure the underwriter filled the fields out correctly. File away approved, suspended, and declined files in their proper filing cabinets.
- Conditions - Receiving faxes/documents from broker that the underwriter conditioned for. Locate file and match condition with approval sheet and resubmit file to the underwriter.
- Closing Coordinator - Making sure each file has documents required for file to be logged into closing. Log files into closing and contact broker by phone or fax letting them know who their closer will be. Put closing data and funding data in correct field in computer.

EDUCATION

1993 - 1996      Quinlan Ford High School  
*Basic*  
Graduated a semester early senior year.

REFERENCES

Upon request.