

EMPLOYMENT HISTORY

Junior Account Manager, Encore Credit Corp., Dallas TX, Oct 2005 – Jan 2006

- Responsible for inputting all closing information into Empower software system, and getting closing documents drawn for closing. Liaison between Encore and legal department as well as liaison between Encore and title company during closing.

Post Closing Specialist, AmericaHomeKey, Inc., Dallas TX, May 2005 – Oct 2005

- Liaison between company and the investors who purchase final loan packages for servicing. Duties include clearing suspended loan package items before sale to final loan investor. Also responsible for answering Lock Desk phone to answer questions about different programs and lock loans for brokers.

Loan Originator (sales)/Processor, United Texas Mortgage, Inc., Addison TX, Feb 2004 - Present

- United Texas Mortgage, Inc. is a private residential mortgage brokerage. I assist and report directly to the owner on matters referring to current loans in process as well as the current pipeline of loan sales leads. Duties include generating sales leads through referrals, direct marketing, co-marketing with selected Realtors, as well as cold-calling leads generated through the internet. Also responsible for loan processing by ordering and preparing documentation for closing, loan data input and maintenance using loan origination software. Duties also include maintenance and solicitation of client database using Excel, Word, Outlook, as well as company network.

Sales Representative, Dell Computer Corporation, Waco TX, Oct 2003 – Feb 2004

- Position consisted of taking incoming sales phone calls for home computers to outside consumers. Lead several team sales promotions and competitions to increase sales production of computer, peripheral and home entertainment products.

EDUCATION

Baylor University, Waco TX

Bachelor of Arts in Telecommunications - May 2003

Activities/Positions

Founding Member, Society of Motion Pictures and Television Engineers, Baylor University Student Chapter, 2003

Captain/Treasurer, Baylor Ice Hockey Team/Club, 2001-2003

Founder/Captain, Southwest Texas State University Ice Hockey Club, 1998-2000

Founder/Captain, Plano Senior High School Ice Hockey Team, 1996-1998

References upon request