

Millie Simmons

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Quinlan, TX 75474
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PROFILE

Extensive knowledge in Texas Mortgage Law. 5+ years experience in Mortgage industry. Experienced document preparation, administrative assistance and Account Management.

WORK HISTORY

- Feb 2001 - May 2002 **Account Manager**
LongBeach Mortgage
Dallas, TX
Responsibilities:
- Condition approval for loan closings
 - Loan closing Doc prep
 - Scheduled Closings
 - Loan Funding and Disbursement
 - Loan Document Shipping and Insuring to Investors
- Achievements:
- Maintained full Account management for #1 Account Exec. in company
 - Oversaw loan from submission to closing for more than 40 brokers and 40 loans per month.
- Sep 2000 – Feb 2001 **Office Manager**
Cody Company
Rockwall, TX
Responsibilities:
- Ran a small office including accounting, human resources, job scheduling, etc. for a General Contractor in the Mobile home foundation business.
- Apr 2000 – Sep 2000 **Closing Manager**
Commander Financial
Dallas, TX
Responsibilities:
- Scheduled Closings
 - Loan Closing Doc Prep
 - Loan Funding and Disbursement
 - Loan Document Shipping and Insuring to Investors
- Oct 98 – Oct 99 **Document Tech**
Tom Black, Atty.
Lewisville, TX
Responsibilities:
- Prepared closing docs for brokers
 - Office work, including answering phones, filing, and some light administrative work for Mr. Black.

Mar 98 – Oct 99

Deed Coordinator
First American Title, Co.
Dallas, TX

Responsibilities:

- light reception work
- Oversaw Deed pckg. Coordination for the Prudential Relocation account.

EDUCATION

Aug 1994 - Jun 1997

Quinlan Ford High School
Quinlan, TX

Ranked 14th in class
Honor Society
Graduated w/ Honors

SKILLS

- Strong Office and Administrative skills
- Strong Computer knowledge and experience
- Strong ability to multi-task
- Ability to perform under pressure/deadlines
- Experienced data entry

REFERENCES

Available on request.