

Alexandra M. Medina

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Objective

To find a position where my skills and experience in customer service and finance industry can be utilized to their fullest capacity.

Qualifications

Ability to handle multiple tasks, prioritize projects and meet deadlines. Able to establish a professional and collaborative working relationship with branch associates. Strong computer skills, proficient in Quickbooks, Microsoft Word, Excel, Polaris, CAS, Amtrust, Shear, Tascold, One Stop, Lotus Notes, Point, and Morvision. Well-developed organizational skills. Bilingual, able to speak and write English and Spanish. Typing, execute 35-40 wpm.

Education

2003 – 2005	Business Administration, Miami Dade Community College	Miami, FL.
2007-Present	Edison Community College	Fort Myers, FL

Experience

2006-2007	Home Mortgage Consultant/Processor, Wells Fargo	Fort Myers, FL
	<ul style="list-style-type: none">★ Processed mortgage loan applications, including those for refi's, purchase, and end loans.★ Coordinating and ordering all third party services, including appraisals, credit reports, flood certs, etc...★ Interpret relevant data and make recommendation for approval/declination..★ Assist in ensuring that the LENDER is in compliance with regulatory requirements.★ Prepare and submit application documentation for final underwriting and closing of a loan.	
2005-2006	Mortgage Associate, Groves Funding Corporation	Fort Myers, FL.
	<ul style="list-style-type: none">★ Legally certified all loan documents that were true and correct originals.★ Submitted completed loan applications to investors.★ Assured that each applicant had proper supporting documentation (completed application, credit report, proof of income, employment verifications, income verifications, appraisal, title searches).★ Properly compiled documentation into a loan submission package, which was then forwarded to the Underwriter for approval or denial.★ Satisfied Underwriting conditions for file approval.	
2003-2005	Loan Coordinator, GM Financial Mortgage Group	Sunrise, FL
	<ul style="list-style-type: none">★ Reviewed the loan application to ensure the essential customer information is provided.★ Inputted data from the loan application into the loan organization system.★ Stacked the loan file in accordance with GM Financial Mortgage Group guidelines.★ Used the loan origination system to order credit reports, reviewed report items, downloaded applicable items into computerized loan application and printed credit reports.★ Requested, ordered applicable loan documents: title, verification of employment, verification of mortgage, payoff demands, subordinations, credit inquiries.	
2000-2003	Account Analyst /Clerk, J.P. Morgan Chase Private Bank	Miami, FL
	<ul style="list-style-type: none">★ Authenticated and approved checks and money transfers.★ Scanned and indexing of domestic and international correspondence accounts.★ Distributed of Hold All Mail correspondence to clients.★ Assisted in daily work and projects within the department when requested.★ Synchronization of California accounts and relationship inter-system ensuring accurate reporting	