

Analise

Miami, FL



OVERVIEW

Professional Closing Manager with 6 years of overall experience in the Mortgage Lending Industry. Dedicated Manager with proven excellence in overseeing entire loan process from initial application to closing as well as ensuring pipeline is processing efficiently, meeting all regulatory requirements. Professional with a demonstrated history of exceeding expectations while providing an exceptional client experience.

EXPERIENCE

Miami, FL

➤ Pipeline & Closing Manager

August 2024 – Present

- Oversee and monitor warehouse pipeline ensuring all loans are processed efficiently from application to closing.
- Review mortgage loan files after closing to ensure all regulatory, investor and company requirements have been met per policy.
- Handle proper disbursement of funds after loan closings maintaining all documentation.
- Prepare and balance closing packages for both brokered and NDC loans.
- Coordinate with Loan Processors to maintain accurate information on deadlines and conditions.
- Collaborate with Investors directly to clear exceptions.

➤ Senior Loan Processor & Closer (*Hybrid*)

May 2023 – August 2024

- Managed a pipeline of 10-20 processing loans.
- Closed on average 20-40 loans per month.
- Ensured loans were cleared to close in accordance with company, investor and federal guidelines and compliance regulations.
- Verified with title company closing packages were balanced.
- Reviewed all final closing documents ensuring accuracy including mortgage documents.
- Completed as required loan submissions, re-submissions and closing checklists.

Coral Gables, FL

➤ Senior Loan Processor & Closer (*Hybrid*)

November 2019 – May 2023

- Regarded as one of the company's most productive Loan Processors, handled an average of 25-30 files monthly.
- Processed challenging loan applications (e.g. first-time borrowers, self-employed applicants and borrowers with problematic credit histories).
- Ensured all files were complete prior to underwriting hand-off and coordinated effectively with title companies to ensure smooth closings.
- Addressed and resolved customer product complaints, defusing volatile customer situations empathetically and professionally.
- Developed pipeline management tools to aid in organization and effectiveness.
- Answered client inquiries about purposes and details of financial plans and strategies.
- Ensured accurate ordering of appraisals, title work, flood certificates and homeowner's insurance.
- Reviewed title work for judgements and liens.

May – November 2019

- **Property Manager**

November 2018 – May 2019

- **Bar Tender & Server**

Miami, FL
August 2016 – October 2018

- **Office Assistant**

Miami, FL
June 2012 – July 2016

- ## EDUCATION

██████████ College
❖ **Associate of Arts (AA) – Criminal Justice Program**

Miami, FL
2013 – 2015

SKILLS/PROGRAMS

- **Leadership**
- **Organization**
- **Multi-Tasking**
- **Attention to Detail**
- **Exceptional Customer Service**
- **WLS**
- **Calyx**
- **Adobe**
- **ARIVE**
- **Microsoft Word & Excel**