

# Staci Mariscal

## Experienced Office Manager and Schedule/Planning Assistant

1335 Mosser Drive #402 - Fremont, OH 43420  
staci.mariscal@yahoo.com - (419)680-2414

Excellent organization skills with strong attention to accuracy and detail. Confident communicator, able to develop productive relationships with colleagues, customers and staff at all levels.

### WORK EXPERIENCE

#### **Production Planner**

Hiab, USA - Perrysburg, OH - April 2014 to Present

- Plan and prepare production schedules according to sales forecasts and customer orders
- Confer with production supervisors to determine status of assigned projects.
- Analyzed problems and implement solutions
- Preparing shipping and invoicing notifications
- Performed other general office duties as necessary

#### **Schedule/Planning Assistant**

Fenner Dunlop - Port Clinton, OH - March 2011 to January 2013

- Responsible for planning, issuing and organizing raw materials to meet production
- Advise management with an understanding of current raw material schedule
- Prepare and input raw material purchase orders, while maintaining a proper level of inventory
- Analyze problems and implement solutions
- Prepare production schedules and work orders
- Revising schedules due to changes or interruptions that may occur
- Perform other general office duties as necessary

#### **Mortgage Loan Originator**

Fifth Third Bank - Fremont, OH - December 2007 to December 2008

Fremont, Ohio December 2007-December 2008

Mortgage Loan Originator

- Analyzing income and debt to determine maximum mortgage amount
- Collecting required information and filing out loan application
- Maintain knowledge of loan products, processing procedures, and underwriting guidelines
- Collect appropriate documentation and deliver loan package in time frame set by management
- Communicate with branches and applicants providing timely updates and progress reports
- Maintain high levels of customer service

#### **Office Manager**

Firelands Abstract & Title Agency, Inc - January 2001 to December 2007

- Supervised, managed, hired and trained 4-6 person office staff
- Oversee and coordinate escrow related services within the office
- Maintain escrow accounts and prepare month end reports
- Address/resolve issues to ensure 100% customer satisfaction
- Designing layout of monthly newsletters and marketing flyers
- Responsible for Escrow/Closing Agent duties

**Escrow/Closing Agent**

Firelands Abstract & Title Agency, Inc - Fremont, OH - August 1998 to January 2001

- Responsible for preparing and closing real estate transactions
- Accounts receivable & payable with each file
- Process and clear title conditions in order to close home loans
- Searching county courthouse records

**EDUCATION****Vocational/Technical in Administrative Office Technology**

Penta County Vocational School - Perrysburg, OH

1993 to 1995

**Diploma in General/Business**

Oak Harbor High School - Oak Harbor, OH

1991 to 1995