

Nancy Dolan

Underwriter I - Urban Lending Solutions

Westminster, CO 80234
noquarterzep15@gmail.com - 720.298.9787

Authorized to work in the US for any employer

WORK EXPERIENCE

Underwriter I

Urban Lending Solutions - Westminster, CO - February 2014 to July 2015

Review and analyze loan applicants' credit histories, financial statements, and other financial information to make quality decisions on loans

Work with team members to identify potential solutions/exceptions for denied loan files

Interpret and analyze complex tax returns and financial documents

Demonstrate ability to comprehend program changes and new program guidelines; Implement new changes in daily production immediately with minimal error rate

Complete a quota of files set by manager Review and analyze loan applicants' credit histories, financial statements, and other financial information to make quality decisions on loans

Maintain and maintain an error rate of less than 5%

Interpret investor guidelines and utilize system expertise

Provide superior customer service to both internal and external customers

Maintain knowledge of available loan products

Stay up to date on program and investor guidelines

Adhere to confidentiality standards as outlined by security policies

Use a computer to enter, access, and retrieve financial data

Transfer Agent

Broadridge Financial Solutions - Aurora, CO - September 2013 to February 2014

Responsible for assisting shareholders with a variety of transactions and procedures including sales of stocks directly and online, stock quotes, account balances, and processing transfer forms.

Helping customers understand company re-orgs and corporate actions.

Providing excellent customer service to first time investors as well as very savvy existing clients.

Leasing Consultant

Glenbrook - Denver, CO - June 2012 to November 2012

Denver, CO 6/2012 to 11/2012

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5/25/2015 Gmail - Resume

Leasing Consultant

Responsible for all activities related to apartment rentals, move-ins and renewals, including generating and handling traffic, leasing apartments, qualifying prospects, preparing lease documentation and completing move-in procedures in accordance with the company's and community's established policies and procedures.

Leasing Consultant

Career Strategies - Denver, CO - February 2012 to June 2012

Responsible for all activities related to apartment rentals, move-ins and renewals, including generating and handling traffic, leasing apartments, qualifying prospects, preparing lease documentation and completing move-in procedures in accordance with the company's and community's established policies and procedures.

Security Specialist

Denver Sheriff Department - Denver, CO - April 2009 to February 2012

Performed standard level technical and administrative support to Deputy Sheriffs by maintaining security in a detention facility through the operation of security controls and equipment related to the custody and movement of inmates.

Provided administrative support in areas of inmate management and control where no contact with inmates is required, including the maintenance of records and files.

Tracked, observed, and recorded inmate movement and population including logging disciplinary actions, contacts, medical needs, and other important information.

Monitored and controlled radio traffic within facility.

Loan Processor

J&L Financial - Lakewood, CO - June 2003 to January 2009

Processed files as applicable and analyze findings.

Ordered credit reports, appraisals and preliminary title reports.

Obtained verifications of bank accounts (employment, mortgage and rent).

Examined loan applications for completeness, accuracy (loan amount, interest rate, correct property address, legal description, etc.) and validity.

Reviewed documents received and obtain clarifications and corrections as required. When loan file is complete and accurate, submitted to underwriting for approval.

Prepared package and submit to mortgage loan closer for preparation of closing documents. Upon approval, notified borrowers and other interested parties of approval and conditions.

Provided support, information assistance, and training for new employees and loan originators/mortgage sales coordinators as required or request.

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