

# Tylene Peck

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## Objective

Secure a career in the Financial Services industry with a focus on Operational Management, that include Team Leadership and Process Improvements

## Experience

### Urban Lending Solutions

*Loss Mitigation Underwriter GSE and Non-GSE* Highlands Ranch, CO 08/11/2014 - present

- Reviewed documents to determine a borrowers eligibility for the Home Affordable Modification Program
- Responsible for reconciling the borrower(s) financial information provided to ensure it is accurate and updated accordingly in the system.
- Confirm actual income.
- Required to request additional information, if required, to facilitate workout determination.

### Aim Hire Staffing

*Temporary Administrative Assistant at Arcadis Inc.* Highlands Ranch, CO 05/01/14 – 08/08/2014

- Scanning and labeling files and contracts.
- Answering and transferring phone calls.
- Assisting Federal Contract Administrators with file management and organization.

### Service Magic, INC. (Home Advisor) Golden, CO 10/2007 – 06/2012

*Project Advisor*

- Managed and monitored multiple large construction projects simultaneously for homeowner's, general contractors and property management companies.
- Mediated legal and contract issues between consumers and contractors.
- Trained current and new employees on new procedures and policies.

### Nelnet Incorporated Aurora, CO 08/2006 – 10/2007

*Claims Default Processor*

- Analyzed various loan documents and payment history applying knowledge of student loan process, regulations and requirements.
- Validate principle and interest calculations throughout the life of the loan to guarantee repayment from state guarantor.
- Updated system with claim status information.

### 1st American Mortgage Lenders Denver, CO 11/2003 – 08/2006

*Mortgage Loan Officer*

- Attracted new mortgage loan applications by developing relationships within the community, specifically with the real estate community; making sales calls to prospective customers.
- Completed mortgage loans by monitoring collection, verification, and preparation of mortgage loan documentation; scheduled and completed mortgage loan closing.

- Updated job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.

**Skyline Federal Mortgage Corp** Englewood, CO 02/2002 – 11/2003

*Loan Processor*

- Ensured the timely and accurate packaging of all loans originated by our loan officers.
- Ordered and verified loan documents including income, credit, appraisal and title insurance. Ultimately preparing application for submittal to underwriting.
- Involved in administrative duties that included making and receiving calls, filling, copying and faxing.

**Education**

**Red Rocks Community College** Lakewood, CO 06/2012 - present

- Studying towards degree in Social Work

**Technical**

- Proficient with Calyx Point, SAP, Word, Outlook, Word, Excel, PowerPoint, DU and LP.

**Interests**

- Volunteering for my son's school, involved with a local non-profit canine rescue and Member of the Kempe Foundation Alliance for the Prevention and Treatment of Child Abuse and Neglect.