

EXPERIENCE

SLS-Specialized Asset Management -Highlands Ranch, CO

Valuations Analyst

November 2013 - Present

Review valuation orders for accuracy while overseeing various administrative duties including management of vendor-client relations.

- Accurately review 12+ broker price opinion and appraisal orders per hour resulting in the highest completion rate in a department of 26 people.
- Solely responsible for overseeing the entire appraisal completion process, from order placement to order submission, for an average of 400 appraisals per month.
- Designated to manage all disputes between loan servicing clients and vendors enabling problematic orders to progress to completion.
- Hold weekly one on one meetings with vendors to discuss delays and brainstorm solutions to complete past due orders, resulting in a higher percentage of orders completed within the department's service level agreement.

Metrowest Real Estate Services - Denver, CO

Marketing Coordinator

November 2011- September 2013

Managed the entire pre-marketing and listing process for foreclosed properties. Responsibilities included coordinating the vacating of properties, ensuring properties were cleared of code violations, and managing contractor relationships. Additional responsibilities included coordinating repairs, marketing listed properties through various media, and assisting accounting manager with accounts payable through the use of Quick Books.

- Negotiated and managed cash for keys and eviction processes to achieve amicable surrendering of properties resulting in shortening time to market.
- Researched and mitigated all pre-sale obstacles and coordinated with appropriate agencies and contractors, resulting in the ability to list over 300 homes.
- Negotiated bids with contractors on behalf of asset management companies for completion of major repairs and basic maintenance of properties, resulting in less cost to the institutional owner.
- Implemented the use of QR codes to advertise listed properties, resulting in fewer days on market.

Advantis Credit Union -Portland, OR

Customer Service Representative

February 2011- July 2011

Processed financial transactions while providing product information and customer support to members.

JP Morgan Chase –Westminster, CO and Milwaukie, OR

Commercial/Vault Teller

March 2009- February 2011

Accurately processed over 1,400 personal and complex commercial transactions each month. Managed all cash activity in a vault with an average daily balance of \$750,000.

EDUCATION

Colorado State University- Fort Collins, CO

Bachelor's Degree in History- December 2008

GPA: 3.3

- Recipient of the Colorado Distinguished Scholar award and scholarship
- Bachelor's degree completed in two and a half years (assisted by the completion of the International Baccalaureate Diploma Programme in high school)

SKILLS

- Proficient knowledge of Microsoft Office and Quick Books
- Extensive office administration experience