

# LORINDA DAVIS

## SKILLS

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- Accurate, thorough, well organized and detail-oriented I have consistently achieved high performance ratings in all areas of experience within my career.
- Microsoft Office Suite including Excel, Word, Power Point and Outlook

## PROFESSIONAL EXPERIENCE

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**August 2013 – Present Wingspan Portfolio Advisors** Glendale, Co

***HOA Negotiation Specialist***

- Verification of Seller and HOA compliance with individual state statutory guidelines
- Negotiation with local law firms and management companies to reduce outstanding balances accrued prior to foreclosure and acquisition of title in order to maximize client savings

***Due Diligence Analyst***

- Comprehensive post-close review of newly originated and non-performing pools of loans for resale on the secondary market. Includes verification of origination underwriting compliance with HOEPA, TILA, RESPA, and state and federal regulatory laws.

**2009 – 2013 PMH Financial / Stewart Lender Services** Denver, Co

***Closing Coordinator***

- Managed portfolio by coordinating closing and escrow processes with Title/Closing Vendors, Lenders, Agents, and Sellers
- Approved and executed closing transaction and title conveyance documents, in addition to verification of funds disbursed and accurate recording of title and closing documents
- Obtained clear title by ordering updated reports and assisting to resolve title defects including HOA lien negotiation

***Evictions Coordinator***

- Managed the eviction process through communication with Agents, Attorneys and Clients
- Managed vacancy timelines and oversaw the negotiation of relocation assistance for occupants prior to Sheriff's eviction
- Problem solved to create solutions in vacating rent controlled and aged occupied assets

**2006 – 2009 LPS Asset Management Solutions** Westminster, Co

***Evictions Specialist & Evictions Team Lead***

- Individually developed and implemented a structured training program focused on the induction, training and development of employees in the Evictions Department
- Maintained client relationships by providing timely reports and detailed breakdowns of eviction statuses and processes
- Responsible for the direct management of over 900 nationwide assets in post-sale and eviction stages

## EDUCATION

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2001 - 2005 Metropolitan State College of Denver Denver, Co