

Janice Case
Denver, Colorado

720-380-4647

Email: janice@janicecase.com

Summary of Qualifications:

Extensive experience with processing, closing and compliance of conventional, FHA ,VA, CHFA loans...Successfully managed a monthly multi-million dollar pipeline...Emphasis on concierge level customer service...Strong computational and financial analysis skills...High level of organizational, verbal and written communication skills. Cross-trained in processing and closing.

January 2013-June 2013

Citywide Home Loans

Loan Processor

Processed conventional, FHA, VA, CHFA, Homepath, DU Refinance Plus with MCC experience. High rate of loan approval with minimum underwriting conditions. Analyzed appraisals, credit documents, title work, homeowners insurance and approved final HUD. Experience with self-employed income, alternative credit, credit resolution and mortgage insurance. Worked closely with loan officers to ensure timely closing of purchase and refinance transactions. Data Trac, Calyx and DU experience.

August 2012-January 2013

Urban Lending Solutions

Loan Closer

Managed a high volume of Harp and Consumer Direct loan closings. Responsible for HUD preparation, clearing of all underwriting conditions, subordination clearance, communication with settlement agents and attorneys, document prep, quality control clearance, funding conditions and wire submissions.

2010-2012

Various Contract Positions

Underwriting, Processing, Closing

Conventional, HARP, FHA and VA Loan Transactions

Current with Compliance - GFE, TILA and RESPA. Conventional, FHA and VA experience. Proficient computer skills: word processing, spreadsheet, email and presentation software; Microsoft Word, Excel, Outlook, PowerPoint, Calyx and DOS.

1993 - 2010

Private Mortgage Banking, LLC

Originations, Processing, Closing

Denver, Colorado

Originated, processed, closed and monitored the funding of conventional loan transactions with an emphasis on TILA, RESPA and HMDA compliance. Highly knowledgeable in the area of estate trusts, contracts, corporations, partnerships and limited liability companies as it relates to the interpretation of complicated and intricate tax documents, income and expense statements, balance sheets, corporate bylaws and specialized property vesting. Highly detailed oriented with an emphasis on deadlines and accuracy. Results oriented with a strong focus on production goals, regulations, and integrity.

Achieved a high level of client satisfaction by being proactive, responsive and following up on all details of the loan transaction from origination through funding - resulting in a high volume of referrals and increased production. Well-versed in the areas of closing, processing, clearing underwriting conditions, compliance, pricing, appraisal interpretation and review, contract interpretation, loan closing presentations and loan disbursement.

1990 - 1993

Cornerstone Mortgage

Greenwood Village, Colorado

Owner/Douglas Anderson

Duties included processing, closing and origination of conventional, FHA and VA loans.