

Eric Cody

Denver, CO

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Authorized to work in the US for any employer

WORK EXPERIENCE

Mortgage Funding/Closing

Universal Lending Corporation - March 2014 to Present

Review, obtain and ensure quality for purchase and efficiency

Thoroughly review and observe all signed loan document

Meet FHA, Conventional and VA guidelines

Review all documents for all purchased and refinanced loans

Obtain any and all missing documents that are required to approve funding

Approve 10-25 loan documents daily

Obtain any required documents prior to the loan being purchased by our investors

Scan, upload and email any missing items for purchasing loans

Obtain all necessary documents and signatures to ensure investor to be able to purchase loans.

Order SSA, Fraud Guard, Flood Certs. Assure all amounts on the TIL and HUD match with the GFE.

Loan Processor

Crif Lending Solutions - Centennial, CO - June 2013 to March 2014

Track, process and fund auto-loan applications from inception and seeing it to its realization.

- Validates loan approvals are consistent with loan consultant and customer instruction
- Verifies funding instructions are in accordance with loan compliance
- Reviews contracts, agreements and title applications
- Delivers funding notification to Underwriters
- Proficient in maintaining 40-50 loans daily
- Substantial knowledge of Sail, Ambridge, Centri operating systems
- Sustains informational relationships between Dealers and Credit Unions
- Comprehensive knowledge of Rate Sheets and Credit Scores
- Direct vocal communication for agreement
- Extensive comprehension of credit policies and approval processes
- Delegates overflow for loan funding efficiency

Warehouse Manager

Phoenix Custom Apparel - Denver, CO - January 2008 to September 2011

Responsibilities

Being a Warehouse manager my duties were, but not limited to:

- Assure and assign every employee to a project each day
- Count and Organize all incoming inventory
- Assure all items were sent out each day to assure customer satisfaction
- Process and ship all out going items, next day air, 2nd day air, Etc.
- Count and reorder any supplies that were needed
- Pick up and supplies that were short or out for thee day

-Create outbound package log each evening

Accomplishments

I started as a general warehouse employee and advanced to a manager in only a couple months and eliminated almost all overtime.

Skills Used

Leadership, Motivation, Organization, Commitment and passion for each days tasks

EDUCATION

Business

Metropolitan State University of Denver - Denver, CO

Diploma

Northglenn High School - Northglenn, CO

2008

ADDITIONAL INFORMATION

Current professional mortgage loan funding with comprehensive expertise of approval procedure Order 4606T, SSA, Flood, Fraudguard. Developed a strong knowledge of document processing protocols. Uses acquired skills to process and fund loans in a time and cost effective manner. Able to work in a dynamic and fast paced environment while accommodating underwriters and management for company gain.

Great knowledge in management. strong team leader and organizer.

Confident in my work and able to bring my team to have huge amount of confidence as well.

Natural leader and commitment to succeeding at everything I do and making sure everyone around me is just as successful in completing each task.

- Client relations expert and customer advocate
- Natural leader, organized and self-motivated
- Complaint handling and resolution, skilled negotiator and complex problem solver
- Excellent communication skills and thrives under pressure
- In-depth knowledge of markets and relationships with sales presentation
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Skilled with Multi-line phone systems, Copiers, Fax Machines