

# Joel Horii

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303-520-3634

## Education:

### **Metropolitan State University of Denver**

B.A. Journalism- Public Relations December 2011

## Qualifications Summary:

Ability to communicate effectively, clear and comprehensive.

A willingness to learn and ask questions to gain the most out of the experience.

Ability to work strict deadlines and multitask.

Thinks critically, creatively, a self-starter, and attention to details.

Excellent time management skills, thereby increasing company efficiency and productivity.

## Computer Skills:

Experience with both PC and Apple computers. Proficient with Microsoft Word, Outlook, Excel and PowerPoint. Extensive knowledge in Foreclosure Information Processing System, Loan Processing System. Familiar with Client Websites Vendorscape, New Trak, LenStar and Clarifire. Some experience with Adobe InDesign, Photoshop and Illustrator

### **2012-2014 The Castle Law Group**

#### **First Legal Specialist**

SUMMARY: Drafted referrals for foreclosures and all supplemental documentation associated with the first legal milestone according to established policies and procedures for all clients. Maintained positive contact with clients, attorneys and staff and observed confidentiality of client matters.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Determined eligibility for foreclosure and prepared legal documents associated with the first legal milestone for Reverse Mortgages and Non-Judicial Foreclosures.
- Updated internal and external client systems(FIPS AND LPS).
- Experienced in mortgage default servicing and foreclosure processing Operational knowledge of Fidelity MSP and New Trak , Proficient with 3rd Party systems, VendorScape, NewTrak, LenStar and Clarifire.
- Performed independently, ran daily reports and other written correspondence to clients.

- Completed assigned tasks following given instructions using internal/external standards practices and stated routines per client.

## **2001-2010 Frontier Surveying Inc.**

### **Party Chief**

SUMMARY: Performed journey level skilled activities and required to have a sound foundation in the practices and procedures of land survey techniques. Required to resolve conflicts, solve problems, train subordinates and lead a team of land survey personnel in field operations.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Planned, organized, assigned, reviewed and participated in all phases of the work of an assigned survey crew; Supervised various types of surveys, such as design, easement/property, land, construction, and as-built.
- Researched and analyzed available information and data affecting proposed survey projects, and then organized required work to develop the required additional information, selecting the most time-/cost-efficient methods to accomplish a survey project.
- Trained instrument technician in survey and safety methods, techniques and procedures; Directed the implementation of needed work-site safety and traffic control procedures to assure safety of survey crew.
- Delegated work to and evaluated performance of assigned staff.
- Kept accurate notes, records and sketches of work performed and data secured in manual logs, records and forms and in computer-based systems.

References available upon request