

# Janet Richardson

## Remote Underwriter

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### WORK EXPERIENCE

#### Remote Front Line Underwriter

Indecomm Global Services - Remote - May 2015 to Present

##### Responsibilities

- Review and audit loan files for completeness and accuracy, analyzing credit documents, including, but not limited to, mortgage applications, credit history and income documents, title documents, appraisals and all applicable compliance documents
- Evaluate debt ratio, loan-to-value ratios, credit score, property valuation and various other factors. Determining and documenting loan conditions and communicating requirements and/or decisions.
- Adhere to all client/lender policies and procedures, in addition to Federal, State, and/or municipal laws and regulations. Identifies portfolio risks resulting from client's underlying business practices, underwriting, and/or fraud exposure.
- Actively support the decisions and respect the knowledge of supervisors and colleagues by sharing information about the department, business unit, organization and the underwriting industry.
- Participate in identifying potential challenges within the underwriting process and/or department and makes recommendations for changes to improve

##### Skills Used

Analyzing  
Evaluation  
Interaction /Customer Service

#### Remote Underwriter

First Guaranty Mortgage Corporation - Remote - April 2013 to April 2015

##### Responsibilities

- Review Pre-Close and Post -Closed loans for eligibility with respect to Fannie Mae, FHA, VA and USDA guidelines
- Analyze all product types, FHA, Conventional, VA and USDA
- Analyze (personal and business tax returns), Credit reports, Appraisals Reports, Titles and/or Full Collateral packages on both Wholesale and Correspondent file
- Perform risk analysis and make decision regarding deficiencies identified during the review process
- Identify transaction components that indicate a potential for fraud
- Examine loan documents for accuracy and completeness, evaluate borrowers creditworthiness
- Compliance and ATR/QM

##### Skills Used

Review, Analyzing, Compliance

#### Quality Assurance Underwriter

Aerotek (Fannie Mae) - Addison, TX - October 2012 to March 2013

- Review closed loans for eligibility with respect to Fannie Mae's Selling Guide, DU Guide, and/or negotiated terms as defined by contracts with Fannie Mae's lender partners.
- Review DU, LP and Custom findings for underwriting accuracy.
- Perform risk analysis and make decision regarding deficiencies identified during the review process
- Identify transaction components that indicate a potential for fraud and perform sufficient investigative work to resolve issues that are identified.
- Accurately record data and review conclusions in QAS (Quality Assurance System)
- Professionally communicate the results of files review, both verbally and in written format to internal and external customers

### **Valuation Analyst**

POWER VALUATION (AHMSI) - November 2011 to November 2012

Assess, evaluate and analyze Broker Price Opinions (BPO), appraisals, Auto Valuation Models (AVM) and other external and internal data sources, as appropriate, to independently establish an Adjusted Value, within discretion.

- Research and analyze property and comparable data to determine differences in property characteristics (e.g. conditions, economic factors and external influences) between comparable data and subject property and use good judgment and discretion to establish final sales price adjustments.
- Evaluate origination appraisals for state compliance of appraisal guidelines and consult with and make recommendations to the client to complete an appraisal fraud investigation when indications of fraud exist.
- Write in-depth narrative analysis for management and clients to explain rationale for final Adjusted Value and identify, assess, and describe any potential risks, market, legal or otherwise, that could impact future valuation of the property.

### **Quality Assurance Underwriter**

FANNIE MAE - March 2012 to October 2012

Review closed loans for eligibility with respect to Fannie Mae's Selling Guide, DU Guide, and/or negotiated terms as defined by contracts with Fannie Mae's lender partners.

- Review DU, LP and Custom findings for underwriting accuracy.
- Perform risk analysis and make decision regarding deficiencies identified during the review process
- Identify transaction components that indicate a potential for fraud and perform sufficient investigative work to resolve issues that are identified.
- Accurately record data and review conclusions in QAS (Quality Assurance System)
- Professionally communicate the results of files review, both verbally and in written format to internal and external customers

### **Quality Control Auditor**

THE INDEPENDENT BANKERSBANK - May 2009 to November 2011

Forensic review files for underwriting compliance, RESPA by reviewing all credit documents, closing documents and Investor guidelines for all loan types - Fannie Mae, Freddie Mac, FHA, USDA and VA.

- Review all documentation contained within a residential mortgage file to ensure lender compliance with all state, federal and agency guidelines
- Complete Internal Quality Control Audits on all new Banks submission for a 90 day period, monthly 20% review of all Underwriter and Compliance Officers loans which consist of (FHA, VA, USDA, and Conventional loans).
- Review documentation, identifying areas of possible misrepresentation and/or report possible red flags to appropriate persons
- Re-verify all third party verifications found in the file for possible fraud
- Responsible for monitoring and reporting any suspected fraud or conflicting information

- Coordinate with Fannie/Freddie and MI companies on any kick back files to provide rebuttals or possible resolution or write up file for possible repurchase by the third party bank.
  - Review and rebuttal any re-purchase request received from FNMA, Freddie Mac or the MI companies
- Conventional Underwriter III
- Underwrite Wholesale and Correspondent loans file to agency and Investor guidelines both conforming/non-conforming loans
  - Examine loan documents for accuracy and completeness, evaluate borrowers creditworthiness
  - Analyze (personal and business tax returns), Credit reports, Appraisals Reports, Titles and/or Full Collateral packages on both Wholesale and Correspondent files.
  - Communicate and Interact with Internal and External customers to communicate file decision
  - Complete Quality Control Audits on all loans for compliance with third party vendors
  - Assist the Due Diligence team in research and resolving Investors repurchase demands
  - Complete daily logs and reports on file review and purchases

### **Loss Mitigation Underwriter**

MGC MORTGAGE - January 2009 to May 2009

Manually underwrite default loans for possible loan resolution (Forbearance, Loan Modification, Short Sale, etc.)

- Calculate workout figures for delinquent customers
- Order and review credit documentation, Income, Title, BPO, Sale contract, etc., to ensure compliance with company standard
- Negotiate loan resolution and cash contribution with borrower
- Work special project for FDIC Default loans
- Negotiate and interact with borrower, Investors, Real Estate Agents and Attorneys on Loss Mitigation options
- Monitor repayments as required
- Interact with investors to verify adherence to specific guidelines
- Forward unresolved loan to foreclosure if no resolution can be reached

### **FHA Portfolio Specialist**

WACHOVIA MORTGAGE CORPORATION - November 2008 to January 2009

Reviewing Conventional and FHA Portfolio Loans

- Interacting with customers to collect credit documents
- Review and analyze income, BPO/AVM, title, credit report to make a credit worthy decision for the company
- Prepares all necessary approval documents including worksheets required and pulling LDP, CAIVRS
- If unable to underwrite to FHA product provide borrower with other loan resolution options (Modification, Short Sale, Forbearance)

### **Loss Mitigation Specialist**

First American Corporation - May 2008 to October 2008

Assisting customers with cost effective solutions to foreclosure for several Investors.

- Assist in determining alternatives by explaining (forbearance, short sales, repayment plans, partial claims, Home Saver Advance and DIL)
- Complete phone interviews for FMNA loans or send out WOP on FHA loans
- Completing workout solutions to Loan Modifications, Forbearance, Home Saver Advance or proceeding with Foreclosure with assigned Attorney.
- Enter accurate figures of delinquent payments into Vendorscape, client's proprietary system.
- Arranging short-term repayment plans in addition to reviewing accounts to ensure forbearance payments and repayment plans are completed

### **Operations Manager**

Q FINANCIAL DIRECT, INC - Dallas, TX - May 2007 to October 2007

Company Closed Dallas Site

(My position with GE Money/WMC Mortgage ended May 15, at which time I was given a 60-day nonworking notice, which leads to the overlap in employment dates)

- Developed and implemented the operation's process, policies and procedures
- Interviewed and hired the operations and sales support staff
- Managed and interacted with all third party vendor
- Responsible for all lending functions, which included processing, underwriting, compliance and closing(duties also consisted of manual underwriting of loan, DU and LP loans)
- Reviewing files for fraud and company compliance
- Underwriting of overflow files to keep underwriters within turn time
- Underwriting of complex or Jumbo files over Underwriting Department signing authority
- Trained, developed, and motivated staff

### **Regional Production Manager**

GE Money/WMC Mortgage - August 2003 to July 2007

Correspondent Division / Wholesale Division) - Company Closed

Territory Manager

Underwriter Team Lead

- Operations Manager over the Correspondent Department which consisted of managing operations, fulfillment and mortgage origination.
- Handled high volume, funded over \$100 million in monthly production
- Directed management team as needed with daily operations
- Managed and conducted performance evaluation for management and operation's staff
- Completed departmental forecasting for budget, volume and production
- Maintained all reports for company Compliance, Credit Policy, Quality Control and Secondary Marketing
- Assisted and supported sales force in forecasting and increasing monthly production volume
- Responsible for meeting monthly underwriting and funding production and volume goals
- Monthly Due Diligence in Corporate office of closed loans being reviewed for secondary market
- Underwriter and analyzed Jumbo and special loans make decision regarding deficiencies identified under review
- Prepared reports and audits to monitor efficiency of process and operations
- Prioritized and monitored department workflow to meet company published turn-times
- Monthly Due Diligence for Investor sales / Reviewing Scratch and Dent Bulk Loans for purchase
- Develop training and team building programs to enhance staff motivation
- Managed incoming workload of new underwriters and reissuing of conditions to be reviewed
- Review closed loans for eligibility and compliance to guidelines for purchasing from brokers warehouse line

### **Underwriter II (Permanent)**

LEHMAN BROTHER BANK - February 2003 to August 2003

Review credit files for accuracy and completeness of information and determine (credit, income, title, appraisal)

- Issued loan file conditions and approvals to broker, negotiate directly with clients
- Negotiation/conflict resolution when needed for Broker and customers
- Examine overall loan documentation to ensure accuracy, completeness and possible fraud
- Communicated with brokers and loan processors regarding loan files in pipeline
- Reviewed income documentation, title, appraisal and various other conditions
- Responsible for underwriting a minimum of 10 files per day

### **Senior Team Lead Underwriter(Permanent)**

AMERIQUEST MORTGAGE COMPANY - February 2001 to February 2003

Responsible for Underwriting of loan files submitted to Branch

- Reviewed all credit documents for accuracy, completeness and possible fraud
- Ordered and Reviewed title policy and Appraisal on subject property
- Provided work direction and training to more junior staff
- Interacted with Title company to modify titles, make corrections as need, additionally interacted with the appraisers regarding property value
- Quality Control Audits on all file prior to file being cleared for closing
- Scheduled loan closing, balanced prelim HUD-1, and provided approval of final HUD-1

## EDUCATION

### **Certificate in Paralegal**

University of North Texas - Denton, TX

### **General Studies**

Mountain View Junior College - Dallas, TX

### **Business Management**

Mansfield Business College - Dallas, TX