

LAURIE L. LA RUSSO
3262 W. 96th Cir.
Westminster, Co. 80031
702-884-6433

OBJECTIVE

A challenging growth oriented position in the mortgage banking industry. My goal is to advance to underwriting or supervisory position.

WORK HISTORY

Franklin American Mortgage

Loan Processor

April 1, 2013 - June 19, 2012

Responsible for validating all automated loans submitted. Complete or correct any file with changes from brokers underwriters and closing dept. Work with brokers on a daily basis to discuss programs and help with any questions they may have.

Stivers Staffing

Cherry Creek Mortgage

Underwriter Assistant

December 2012 - February 2013

Assist underwriting with uploading files from point to relay. Help clean out underwriter's pipeline by cancelling them off the system.

PAINTING ETC

OFFICE MANAGER/ OWNER

NOVEMBER 2010 - PRESENT

Responsible for meeting with clients, signing contract. Pick materials, take phone calls and meet with Real Estate agents.

CITIGROUP
CREDIT SPECIALIST II
AUGUST 2009 - NOVEMBER 2010

Responsible for preparing file for closing, including sending out preliminary documents to title to get the HUD back with final figures. Contact the borrowers to go over the conditions on the their closing and to inform borrower if they were getting money back or had to come in with cash to close. Also dealt with processors and underwriters if changes were needed.

Adecco Temp. Agency
SENIOR LOAN PROCESSOR
JANUARY 19, 2009 – MAY 06, 2009

Computerized processing from set up, submission to ordering loan documents and funding. Types of loans include purchases and refinances Responsible for complete processing and underwriting Conventional, FHA and VA loans., single family residences thru 4 units, condo conversions and new builder business. Excellent customer service with builders, realtors, loan officers, borrowers and escrow coordinators.

NATIONAL CITY MORTGAGE
SENIOR LOAN PROCESSOR
MARCH 26, 2007 - DECEMBER 2007

Computerized processing from set up, submission to ordering loan documents and funding. Types of loans include purchases and refinances, single Responsible for complete processing and underwriting Conventional, FHA, and VA loans. family residences thru 4 units, condo conversions and new builder business. Excellent customer service with builders, realtors, loan officers, borrowers and escrow coordinators.

HOME 123 CORP.
SENIOR LOAN COORDINATOR
AUGUST 2003 - MARCH 2007

Responsible for validating all automated loans submitted. Complete or correct any file with changes from brokers underwriters and closing dept. Work with brokers on a daily basis to discuss programs and help with any questions they may have.

CAPITOL COMMERCE
WHOLESALE COORDINATOR
MARCH 2002 - DECEMBER 2002

Responsible for validating all automated loans submitted. Complete or correct any file with changes from brokers. Underwriters and closing dept. Work with brokers on a daily basis to discuss programs and help with any questions they may have.

EXPRESS MORTGAGE

SENIOR LOAN PROCESSOR

SEPTEMBER 2000 - MARCH 2002

Responsible for complete processing of FHA/VA, Conventional and sub prime loans computerized processing from set up, submissions to ordering loan documents. Types of loans include purchases and refinances, single family residences thru 4 units and new builder business. Excellent customer service with builders, realtors, loan officers, borrowers and escrow coordinators.

ENVIRONMENTAL LANDSCAPE DESIGNS, INC.

OFFICE MANAGER

MARCH 1998 - SEPTEMBER 2000

Responsible for accounts receivable, accounts payables, contracts, estimation, monthly billing, and management of staff. Personal assistant to the president of the company.

GUILD MORTGAGE

SENIOR LOAN PROCESSOR

MARCH 1997 - MARCH 1998

Responsible for complete processing of FHA/VA and conventional loan, computerized processing from application to funding. Handled complete processing from submission to ordering loan documents. Types of loans include purchases, and refinances, single family residences thru 4 units and new builder business, excellent customer service with builder, realtors, loan officers, borrower and escrow coordinators.

UNITED CAPITAL MORTGAGE

SENIOR LOAN PROCESSOR

MARCH 1996 - MARCH 1997

Responsible for complete processing of FHA/VA and Conventional loans. Computerized processing from application to funding. Handled complete processing from submission to ordering loan documents. Types of loans include purchase and refinances, single family residences thru 4 units and new builder business. Also pulled branch reports showing closings for each month and pipeline reports. Excellent customer service with builders, realtors, loan officers, borrowers and escrow coordinators.

PRIMERIT BANK

SENIOR LOAN PROCESSOR

JANUARY 1995 - FEBRUARY 1996

Responsible for complete processing of FHA/VA and Conventional loans. Computerized processing from application to funding. Handled complete processing from submission to ordering loan documents. Types of loans include purchase and refinances, single family residences thru 4 units and new builder business. Excellent customer service with builders, realtors, loan officers, borrowers, and escrow coordinators

PROFESSIONAL SKILLS

Accounting 1 and 2, proficient in the use of a 10 key by touch. Byte, TMO, empower, mortgage ware, digital vt220, IBM, Macintosh Arcus and Compaq computers and processing systems. Capable of typing 60 wpm

PERSONAL PROFILE

Able to communicate effectively with all levels of management and personnel, strong communication skills dealing with the public and employees.

REFERENCES

Excellent personal and professional references available upon request.