

Jeanne Ravey

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OBJECTIVE

To obtain a position in a quality oriented company offering challenge and growth based on individual performance.

WORK HISTORY

Corelogic REO 11/25/12-04/23/13

Position: Asset Manager

Duties: Reviewing new assets to confirm all preservation and repair items are addressed and corrected. Reviewing repair requests bids as needed. Reviewing values, setting list price and making sure property is marketed as agreed. Reviewing and negotiating offers from sellers. Price reductions as needed to complete in the local markets. Executing sales contracts and following asset through the closing process in order to assist with any closing/ title issues.

Corelogic REO 6/01/12 -11/25/12

Position: Closing Manager

Duties: Following the asset from time under contract until the sale of the property is confirmed with the seller. Reviewing new assets to confirm clear from code violations, HOA and title issues. Assisting with the clearing of the above issues when necessary. Facilitating communications between seller, buyer's agent, title, closing office, Asset Manager and all other entities involved in the sales transaction as needed. The review and execution of HUDs and all charges in conjunction with the sale. Approval and execution of extensions when needed.

Corelogic REO 07/01/11-06/01/12

Position: Asset Manager

Duties: Listed above

Corelogic REO 11/04/07-06/30/11

Position: Sr. Asset Specialist

Duties: Reviewing new assets to confirm all preservation and repair items are addressed and corrected. The ordering and reviewing of Broker Price Opinions and appraisals for the eventual marketing and listing of the asset. Assisting as needed in: insuring utilities are paid, Monthly Marketing reports, and updated values are received and property registrations are maintained. Working dual entry system to ensure client requirements are met and data integrity is maintained.

First American Heritage Title Company 06/27/06-08/16/2007

Position: Escrow Assistant

Duties: Reviewing and opening orders. Ordering Tax Certificates, water & sewer bills, surveys. Assisting tile officer to clear title for issuance of the title policy. Assisting in customer service related items for both closing issues and post closing issues.

Pinnacle Mortgage Group 11/01/01-04/10/2006

Position: Processing Assistant/Set up Dept.

Duties: Auditing file from Loan Officer. Editing input and uploading credit report. Running the loan through the AU system. Disclosing application package and pre-approval letter to the borrower. Auditing loan file for possible fraud or compliance issues. Ordering title commitments, Appraisals/ AVMs, and FHA Case numbers. Training new personnel and assisting in updating procedures for the set up and processing departments.

CDC Financial Group 05/01/2000-10/31/01

Position: Processing Assistant

Duties: Input loan applications into the system, ordered credit reports, title commitment and appraisal. Ran through LP or DU for initial pre-approval conditions. Assisted with the clearing of post closing conditions.

CMP Mortgage Group 3/98-09/99 and 2/96-1/97

Position: Document Prep. Specialist

Duties: Audited title commitments, surveys, flood and hazard certificates. Input completed file into closing system.

Position: Mortgage Specialist

Duties: Audited credit reports, Verifications of Deposit and Employment against supporting documentation.

Other positions included: Processing Assistant and Loan Set up Coordinator.

WORK HISTORY (CONTINUED)

Affiliated Financial 02/97-02/98 Processing Assistant

Meridian Mortgage 06/95-02/96 Processing Assistant and Set up

First Southwestern Title 01/95-04/95 Closing Coordinator

Platte Valley Funding 01/93-06/94 Title Specialist, Loan Processor and closer.

Mortgage Plus Inc. 07/88-12/91 FHA Streamline Loan Closer

NLS 06/88-07/88 Shipping and Insuring

CFS Mortgage 05/87-11/87 FHA and VA Insurance

Empire Savings 02/87-05/87 FHA Insurance, Final Certs.

MPS 08/86-02/97 Post Closing and Insuring

SYSTEM KNOWLEDGE: Equator, AMS, Litton, Webtracks, Genesis, Guardian Closing System, LP, DU/DO, Clout, Assetwise, Fraudguard, Compliance Ease, FHA Connection, Impact and Title Vault.

EDUCATION: Residential Lending, Arapahoe Community College, 1987

Introduction to Loan Processing, MPS, 1986

One year college, C.U., Boulder, 1982

Personal and professional references available on request.