

Michelle L. Stephenson

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HIGHLIGHTS OF QUALIFICATIONS

- ❖ Over 28 years mortgage lending experience with extensive knowledge in closing, post-closing and insuring functions.
- ❖ Proficient in all phases of closing from the manual work up of figures, document preparation, presenting the “physical closing”, to funding, shipping, insuring and final documentation.
- ❖ Experienced in a varied product mix, including FHA, VA, Conventional, ARM and many community lending, city and county rehab programs. Very knowledgeable in CHFA Bond, El Paso County Bond, Pueblo County Bond as well Utah, Montana and Wyoming State Housing Authority programs.
- ❖ Skilled in the use of software systems, including MORTREK, KATALYST, LOANMOR, MORTGAGEWARE, E3, LOANSOFT, ENCOMPASS 360, Doc Magic and other Windows based systems.
- ❖ Comprehensive knowledge of current RESPA, REG Z, REG B, Fair Lending, HMDA and Compliance Guidelines
- ❖ Experienced and knowledgeable in closing mortgage loans in all states.
- ❖ Several years of successful Supervisory/Management experience.
- ❖ Knowledge and experience with policies and guidelines of administering self-directed IRA accounts.

PROFESSIONAL EXPERIENCE

Peoples Mortgage Corporation

(First National Bank, Market Street Mtg.)
Englewood, CO

Senior Loan Closer

1997- OCT-2013

- Responsible for the accurate closing and funding of approx. 100 loans per month for 20+ mortgage loan officers.
- Coordinates the process with all appropriate parties, including Loan Officers, Borrowers, Sellers, Agents, and Title companies.
- Developed and implemented initial closing and funding procedures during company mergers and transitions.
- Responsible for the shipping and purchase of closed loans to various investors
- Trained existing and new employees during the integration of a new computer software system.
- Works with the secondary marketing department to fulfill mandatory commitments
- Communicates with other departments to ensure the accurate purchase of loan transaction to investors
- On-going training of employees in the closing, post-closing and shipping departments.
- Point person for information and closings of out-of-state transactions.

Lincoln Trust Company

Englewood, CO

Special Assets Coordinator, IV

1996 - 1997

- Audited and reviewed various “Special Assets” for compliance with regulatory guidelines. Included the review and approval of Promissory notes, real estate, limited partnerships, and private stock for approval and acceptance into self-directed IRA accounts.
- Communicated information and requirements to account holders as to the status of accounts.

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| <u>Colorado National Bank/Knutson Mortgage Corp.</u>
Denver, CO | Closing Supervisor | 1993 – 1996 |
| <ul style="list-style-type: none"> Supervised a centralized closing department with a staff of fifty (50). Average closing volume of 1200 loans and a dollar volume of approx. \$96 million per month. Created and implemented procedures for scheduling closings between the centralized closing department and 16 branches in 4 states. Developed and enhanced communication between departments and branches via on-line network system processes to schedule closings, prepare closing packages, fund loans and complete files for investors and government agencies. Trained employees in departmental, corporate, government and investor guidelines and procedures. Worked extensively with the secondary marketing department in preparing pending pools to be sold to investors. | | |
| <u>FBS Mortgage Corp/ Colorado National Bank Mtg.</u>
Englewood, CO | Senior Loan Closer | 1990 – 1993 |
| <ul style="list-style-type: none"> Coordinated the closing and funding of 80-90 mortgage loans per month, both government and conventional. Shipped closed files to the corporate office for delivery to investors. Trained and mentored several people into closing, post- closing and shipping positions. | | |
| <u>Knutson Mortgage Corporation</u>
Lakewood, CO | Senior Loan Closer | 1988 – 1990 |
| <ul style="list-style-type: none"> Responsibilities included the coordinating, closing and funding approx. 50 loans per month. Tasked with reporting funding's and projecting volume to management. Assigned to the management of all accounts payable. | | |
| <u>Coldwell Banker Mortgage</u>
Englewood, CO | Senior Loan Closer | 1986 – 1988 |
| <ul style="list-style-type: none"> Closed, funded and shipped 40-50 loans per month. Responsible for reporting funding's, projecting volume, balancing escrow accounting and paying bills. | | |
| <u>Rainier Financial Services</u>
Denver, CO | Senior Loan Closer | 1986 |
| <ul style="list-style-type: none"> Responsible for closing, funding, shipping and insuring of approx. 40-50 loan per month. | | |
| <u>Colwell Financial Services</u>
Denver, CO | Loan Closer | 1984 - 1986 |
| <ul style="list-style-type: none"> Responsible for the coordinating, closing and funding of mortgage loans for three major Denver area Builders and 4 loan originators. | | |

EDUCATION

Gateway High School Graduate

1983

Computer Training:

Microsoft Windows, Word, Excel, Outlook

Management Training:

Managing People, Managing a Diverse Workforce, Teambuilding, Time Management, Sexual Harassment – a Managers Briefing, Setting Expectations and Managing Performance, Resolving Conflict, Coaching for Success, Feedback for Improved Performance, Delegating for Results and Effective Team Building