

Tiffany Burris

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816-433-8847

Animal Oasis of The Rockies (September 18th 2023-Present)

1275 E 1st Ave, Broomfield, CO 80020

- Veterinary Receptionist
 - Greeting visitors and providing excellent customer service.
 - Scheduling appointments and procedures.
 - Answering phone calls by the third ring and routing where needed.
 - Opening, midday, and closing duties to maintain front of house cleanliness and order.
 - Answering emails and text messages.
 - Processing payments and entering charges for preventatives and other front of house items.
 - Verifying and approving prescriptions for preventatives and prescription food.

MidFirst Bank / Midland Mortgage (March 27th 2023-June 9th)

999 NW Grand Blvd, Oklahoma, City, OK 73118

- Vacant Property Coordinator (March2023-Present)
 - Reviewing property condition reports and photographs to assess property damage.
 - Managing overall property conditions including maintenance and repairs utilizing direct preservation vendors.
 - Tracking and thoroughly documenting open repair work orders.
 - Providing excellent service and communication with vendors and city officials as needed.

FirstBank (Nov 2017-Feb 2023)-

1707 Main Street, Longmont, CO 80501

- Consumer Direct Lending Senior Representative (November 2022-February 2023)
 - Originate consumer loans including HELOCS and HEILS.
 - Provide customer service via the phone and email.
 - Keep track of total products sold.
 - Take and review loan applications
 - Monitor loans throughout the process open to close.

- 1031 Exchange Representative (September 2021-November 2022)
 - Communicate with clients and title companies throughout the exchange process.
 - Verify and approve settlement statements.
 - Enter contracts and client information into salesforce.
 - Use salesforce to monitor and track exchanges, escrow accounts, and their fees.
 - Input and approve wires for exchange funds and earnest money deposits.
 - Create and review documents for exchanges.

- HMDA Post Close Review Specialist (April 2021-September 2021):
 - Review and verify closed loans are HMDA reportable.
 - Verify multiple fields on loans and enter information onto a report.
 - Communicate with officers and loan representatives for outstanding items as needed.

- Loan Specialist (October 2018-April 2021):
 - Process loans at the branch from application to closing. (Consumer and Commercial)
 - Order insurance, order verifications of employment, and collect financials.
 - Communicate with loan operations, title companies, borrowers, officers, and valuation services.

- Run errands for officers and the branch.
- Set appointments for officers.
- Close loans for officers when needed.
- Process payoffs for the market.
- Make loan kits for the market.

- Teller (Nov 2017-Oct 2018):

- Money handling.
- Process transactions for customers.
- Answer phones on the teller line.
- Print statements as needed.

Roger's Sporting Goods (June 2016-October 2017)-

1760 N Church Rd, Liberty, MO 64068

- Customer Service/Front Counter:

- Run cash register.
- Monitor front counters.
- Clean/maintain front of store.
- Sell knives, binoculars, and fishing lures.
- Stock as needed.
- Answer telephones.

References:

- Kayla Johnson- 720-757-0150
- Kadie Adsit- 303-709-7406
- Regan Coe- 720-693-2718