

AMBER WORDEN
4311 East 94th Avenue
Thornton, CO 80229
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SUMMARY

Ambitious, motivated, high-energy, result oriented individual thoroughly versed in all aspects of consumer lending. Excellent reputation of achievement and advancement, known for bold, dynamic and creative leadership skills. Strong work ethic with a willingness to learn and succeed and a self starter with demonstrated teamwork skills and a positive outlook to change.

PROFESSIONAL EXPERIENCE

11/11-Present Urban Lending Solution

Job Title: Mortgage Loan Closer

Job Duties:

- Completing final verifications of employment
- Reviewing Title
- Verifying systems match documentation
- Preparing primary closing instructions
- Balancing and approving HUDs
- Preparing final closing document packages
- Reviewing signed documents
- Funding loans

5/07-11/11 Specialized Loan Servicing

Job Title: Customer Resolution Support

Job Duties:

- Work CITs opened by recovery and customer resolution departments
- Work several different daily and weekly reports
- Send documents to borrowers on all deal types that recovery and customer resolution departments generate
- Audit deals customer resolution enters into Customer Resolution Workstation
- Underwrite loan modifications for customer resolution department
- Use Signet to send out loan modification documents
- Work with IT to update systems and test them prior to releasing into production
- Set preapproved investor deals up in Customer Resolution Workstation and work them thru the liquidation process; same as a customer resolution agent would
- Work rush request in specified turnaround times
- Audit iGate's daily task for accuracy

5/06-5/07 National Settlement Services a division of Title America

Job Title: Title Processor/Post Closing

Job Duties:

- Reviewed abstract reports
- Cleared liens and judgments on title
- Verified title vesting
- Provided individualized customer service to twelve different clients ranging from Prime to Sub-prime lending in 48 states
- Worked with county clerks in 48 states to review property tax information
- Responsible for verifying signed/completed loan packages

PROFESSIONAL EXPERIENCE CON'T

5/02-5/06 World Savings

Job Title: Loan Processor/Customer Service Liaison

Job Duties:

- Provided customer service to borrower's thru the refinancing/purchasing process
- Provided support for the loan representative, ordered payoffs and insurance and verifying borrower information
- Processed a lending pipeline that varied in numbers ranging up to 150
- Customer Service Liaison to World Savings branch customers

6/00-4/02 FirstBank of Colorado

Job Title: Mortgage Servicing/FNMA Loan Processor

Job Duties:

- Received and posted mortgage payments
- Calculated mortgage payoffs for borrowers
- Provided customer service to customers and to branch's concerning loan program questions
- Processed loans from time of application to recordation
- Responsible for entering applications into DU Underwriter, processing results, ordering appraisals/tax certificates/flood certificates/insurance/payoffs.
- Calculated figures for HUD-1 settlement statements
- Typed loan documents for closing
- Cut funding checks
- Sent original documents for recording

COMPUTER KNOWLEDGE

- Microsoft outlook
- ALPS/Citrix based programs
- DU Underwriter
- Imaging programs
- Word/Excel
- Internet/Search Engines
- LoanServ
- CRW
- Signet/Evault
- Prime Alliance
- RealEC
- Netronline
- Work Number
- Gators
- MLCS
- Digital Docs

EDUCATION

2000 Graduate Golden High School

2001/2002 Red Rocks Community College

Additional Information:

Notary Republic for the State of Colorado