

Yedith R. Dennis

[e] yedith.r.dennis@gmail.com [p] (619) 876-0264 [a] 302 Rancho Dr. Unit A, Chula Vista, CA 91911

Summary

Seven years of client service experience with exceptional oral and written communication skills with proven track record. Superior analytical and negotiating skills, the ability to pay attention to detail coupled with strong work ethic. Ability to utilize resources, make quick informed decisions, meet deadlines, schedule meetings, proficient user of Microsoft Office products including Word, Excel and Outlook, handle diverse responsibilities in a fast paced and dynamic work environment. Fully bilingual (Spanish – English).

Core competencies

- Knowledgeable Microsoft applications
- Strong analytical skills
- Client service
- Innovative problem Solver
- Superior Organizational skills
- Efficient and detailed-oriented worker

Professional Experience

JP Morgan Chase

June 2013 – Nov. 2013

Quality Control Analyst

- Member of the Quality Assurance Team responsible for auditing mortgage loan histories and assessing performance.
- Analysis of payment histories for quality assurance and agency compliance (DOJ).
- Assess internal pass/fail ratings to provide appropriate feedback and disseminate results.

JP Morgan Chase

Feb. 2011 – June 2013

Bankruptcy Specialist II

- Responsible for analyzing, reviewing, and producing mortgage banking documents.
- Responsible for the following legal documents: Declarations, Affidavits, Assignment of Mortgages, Possession Statements, Proof of Claims, and Reaffirmation Agreements.
- Analyzed figures and verbiage on legal documents and verify with internal system of records, debtor mortgage histories, promissory notes, deed of trusts, title reports, Broker Price Opinions (BPO), and collateral files.
- Communicated and worked on a daily basis with bankruptcy attorneys, corporate contacts and bankruptcy courts across the U.S in order to assure the fulfillment of the bankruptcy process requirements in accordance with JPMC interests.
- Ensured documents are in compliance with the Federal Bankruptcy Law by meeting internal guidelines and controls and are compliant with regulations in place.

Real Estate Transaction Coordinator

Aug. 2010 - Feb. 2011

Independent Contractor

- Obtained and organized transaction documents.
- Communicated and negotiated with both internal and external contacts to expedite transactions and acquire missing documentation.
- Created itineraries for real estate agents to meet closing deadlines.
- Provided preliminary audits of files for the managing broker review.

Education

Southwestern Community College:

General Education August 2007 – October 2009.

Pier Group Memberships

- **AsPIRE** (Professional Development & Networking Group) - JP Morgan Chase
- **Adelante** (Business Resource Group for Latino/Hispanics) - JP Morgan Chase