

Caitlin Donahue

PROFILE

My objective is to find employment within a growing company that will provide a challenge, an opportunity to help others, and the capacity for growth and advancement with continuous learning opportunities.

EXPERIENCE

SEPTEMBER 2020 – JUNE 2023

MORTGAGE LOAN PROCESSOR, CROSSCOUNTRY MORTGAGE LLC

Responsible for obtaining all necessary documentation to complete loan package to send to underwriting. Verify and review borrowers' credit, income, assets, and any additional documents needed to prepare the file for closing.

NOVEMBER 2019 – SEPTMEBER 2020

CONCIERGE SPECIALIST, AMERICAN HERITGAGE CREDIT UNTION

Complete onboarding process for new, indirect, and existing members, Input, process, and loan application, resolve account issues and assist with inbound calls.

EDUCATION

MaST Charter School, Phila PA — HS Diploma, 2006

SKILLS

Microsoft application, self motivated, customer assistance, organized.

AWARDS