

# LOREN PIERCE



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## SKILLS AND COMPETENCIES

Teamwork	████████████████████
Leadership	████████████████████
Self-Motivation	████████████████████
Communication	████████████████████
Problem Solving	████████████████████
Mentoring	████████████████████

## TECHNOLOGY SKILLS

MS Office	████████████████████
Windows OS	████████████████████
PC Hardware	████████████████████
PC Software	████████████████████
Networking	████████████████████
Programming	████████████████████

## EDUCATION

Monterey, CA 2013  
Bachelors of Science in Business  
Administration

## ACHIEVEMENTS

Completed skills courses in Python, Java, Javascript, HTML, and SQL on SoloLearn Android app.

Published an Android app to the Google Play market.

Completed "Learn Java" and "Beginner Android Development" tracks on teamtreehouse.com.

Created a YouTube Channel for game tutorials. The first video posted received over 2,500 views.

Completed Java and Javascript skills training on Codecademy.com.

## Profile

Navy Veteran with degree in Business seeking to move from the finance industry to the technology industry. Technology enthusiast that spent most of the past two years learning programming through self-education while working full time. Has demonstrated aptitude for learning quickly, and has performed software and hardware maintenance and repair on systems ranging from personal computers to missile launchers.

## Experience

Portland, OR

3/2013 - 3/2017

### Loan Documentation Specialist

US Bank

#### Accomplishments:

- Managed an average of 1,600 electronic and paper loan files per year.
- Utilized MS Office Suite to perform fast and accurate evaluation of customer exposure in line with department production requirements.
- Prepared loan documents for underwriters with accuracy per detailed policies and procedures for loans up to \$2.5 Million.
- Communicated with field personnel and local leadership to solve problems with loan packages.

Portland, OR

3/2014 - 3/2017

### Rider Training Instructor

Team Oregon Motorcycle Safety Program

#### Accomplishments:

- Instructed riders in safe motorcycle operation to help them earn their endorsement in the state of Oregon.
- Identified rider's learning needs to help them best retain course information.
- Provided individualized coaching to riders.
- Collaborated with instructor team to maintain and improve standards of instruction that are currently rated the highest in the nation.

Portland, OR

5/2012 - 3/2013

### Temporary Employee – US Bank SBLC File Room

Randstad Temporary Staffing

#### Accomplishments:

- Organized two large file rooms containing around 35,000 loans files into one room to greatly improve the ability of existing file room staff to locate files.

Petaluma, CA

6/2011 - 4/2012

### Human Resources Assistant

Cross Check Inc

#### Accomplishments:

- Programmed and managed formulas in MS Excel for tracking hiring statistics.
- Entered and analyzed applicant resume data in MS Access.
- Tracked, analyzed and presented statistics related to hiring operations.

Salinas, CA

5/2009 - 4/2011

### Technology Program Assistant

Boys and Girls Clubs of America

#### Accomplishments:

- Maintained, upgraded and installed new software and hardware on computers used for educating youth.
- Diagnosed and repaired hardware and software issues.
- Supervised and educated youth in technology skills.

San Diego, CA

5/2001 - 5/2005

### Gunner's Mate Missile Technician, Second Class

United States Navy

#### Accomplishments:

- Performed technical maintenance and repairs on MK41 VLS Missile System resulting in 98.6 percent uptime.
- Part of a high-performance team providing support for crew small arms and mission critical ship weapon systems.
- Reported information relating to maintenance procedures to senior leadership.