

Loren Pierce
(503) 688-8696
pierce_loren@yahoo.com
www.lorenpierce.com

Skill Set

- Excellent computer skills
- Strong written and verbal communication
- Seeks continual self-improvement

Professional Experience

US Bank

March 2013 to Present

Portland, OR

Loan Documentation Specialist

Key contributions and responsibilities listed by category:

- Creates and manages high volume of electronic files for loan packages.
- Utilizes Microsoft Office Suite to perform fast and accurate evaluation of customer exposure with bank in line with department production requirements.
- Prepares loan documents for underwriters with accuracy and attention to detailed policies and procedures on loans up to \$2.5 Million.
- Communicates with several bankers and loan center team leads to solve problems with loan packages.

Team Oregon Motorcycle Safety Program

March 2014 to Present

Portland, OR

Rider Training Instructor

Key contributions:

- Instructs riders in safe motorcycle operation so they may earn their endorsement in the state of Oregon.
- Identifies rider's learning needs to help them best retain course information.
- Provides individualized coaching to riders.
- Collaborates with instructor team to maintain and improve standards of instruction that are currently rated the highest in the nation.

Randstad Temporary Staffing

May 2012 to March 2013

Portland, OR

Temporary Employee – US Bank SBLC File Room

Key contributions:

- Organized two large file rooms of loan documents down into one in a system that greatly improved the ability of existing file room staff to locate files.
- Cataloged and shipped files to off-site storage facility.
- Worked independently and efficiently to complete large project by the deadline.
- Directed other temporary workers as necessary.

Loren Pierce
(503) 688-8696
pierce_loren@yahoo.com
www.lorenpierce.com

Cross Check Inc.

June 2011 to April 2012

Petaluma, CA

Human Resources Assistant

Key contributions:

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

Boys and Girls Clubs of America

May 2009 to April 2011

Salinas, CA

Technology Program Assistant

Key contributions:

- 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.
- Planned and implemented new High Yield Learning Activities:
 - *Game Makers* – Youth learned how to create video games.
 - *Stop-Motion Studio* – Youth learned how to create stop-motion videos with clay and a digital camera.
 - *Teen Tech Time* – Teens learned basic computer maintenance and repairs.

Office Depot

March 2007 to April 2009

Sand City, CA

Technology Sales Associate

Key contributions:

- Utilized advanced technology knowledge to meet customer's needs.
- Updated inventory tracking information daily.
- Controlled customer access to high value stock.

Military Service

United States Navy

May 2001 to May 2005

San Diego, CA

Rank E-5: Gunner's Mate Missile Technician, Second Class

Key contributions:

- Performed technical maintenance and repairs on MK41 VLS Missile System.
- Worked in a high-performance team.
- Administered weekly small arms training.
- Gathered and reported information relating to maintenance procedures for senior leadership.

Loren Pierce
(503) 688-8696
pierce_loren@yahoo.com
www.lorenpierce.com

Education

California State University Monterey Bay

2013

Monterey, CA

- Bachelor of Science: Business Administration
 - Dean's List

Additional Information

Work related education and information:

- Created service for computer training and service.
- Performed simple programming in several college classes.
- Certified Center for Naval Leadership's First Line Leadership Development Program.
- Certificate of Appreciation from Commanding Officer for outstanding support.
- Letters of Commendation from Commanding Officer for superior performance on Oct. 2003 – Apr. 2004 and Dec. 2003 – Mar. 2005.
- Letters of Recognition for Academic Performance sustaining a 94.91 GPA from Sep. 2001 – Jan. 2002 and Distinguished Military Graduate from Gunner's Mate "A" school Jan. 2002.

Computer programs used regularly:

- Microsoft Office Suite
- Lotus Notes (Email and loan decision displays)
- Internet Explorer and Firefox (Web browsers)