

Donald Hartley
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Personal Profile

I am personable, friendly, hardworking and professional which is reflected in my everyday manner. I would like to contribute to the success of a strong organization and am willing to start at the bottom and develop into a valuable team member. I am both community and future oriented, with an interest in supporting a positive community outlook with your company.

Employment

Background Check Specialist **July 2019 – Present**

Griffin Personnel Group, O'Fallon Mo

July 2019 – Present

Background information verification, employment, education, and references.

Document Management **Sep 2013 – July 2019**

CitiMortgage, O'Fallon MO

Nov 2016 – July 2019

Mortgage Document Review - MSR Transfers, and Pre-foreclosure preparation

Dependable Transcription, Chesterfield MO

Sep 2013 – April 2017

Digital Document Filer for Medical Transcriptions

School Bus Driver **Jan 2014 – Nov 2016**

Wentzville Public Schools, Wentzville MO

Sep 2016 – Nov 2016

Student Transportation America, Columbia MO

July 2015 – Sep 2016

First Student, Columbia MO

Jan 2014 – June 2015

Education

Emporia State University, Emporia KS

Aug 2009 – May 2013

- Bachelor of Arts - Interdisciplinary Studies

Skills

- Microsoft Office; Word, Excel, PowerPoint
- Programming Language Familiarity: Python, SQL, Java, JavaScript, VBA, HTML, CSS
- Familiar with information confidentiality
- Familiar with mortgage documents
- Familiar with searching national and county records systems

Other

- Eagle Scout
- Phi Delta Theta Fraternity Officer positions
 - Scholarship Chair
 - Risk Management Chair
 - Steward
 - Secretary