P.O. Box 70411

Riverside, CA 92513

951-224-0203

Marystewart9099@yahoo.com

Mary STewart

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| Objective |  | My objective is to get hired by a company who will utilize my sales and office skills experience. |
| Skills & Abilities |  | Type 45 wpm, Ten Key 10K ks, Microsoft Word, Excel, Access, and Power Point. AS400, Quick Book and Point All versions of Windows, Computer Repair, Troubleshoot, and Diagnosis. |
| Experience |  | HOME FUNDING CORP.9/15- PRESENT BUSINESS DEVELOPMENT MANAGER  Recruiting Experience Loan Officers, Cold Calling, Advertising and Marketing for Loan Officers SAMUEL RONALDSON & COMPANY 5/15 – 7/15  PHONE AGENT  REFI, FHA Streamline, Buyer and Listing for home sales and Modifications. STUDENT LOAN SAVINGS GROUP, NORCO, CA 1/15 – 9/15 PHONE AGENT Incoming and Outbound calls. Consolidation of Federal Student Loans. Create Files with Dept pay. Customer Service. Introducing new government programs for Student Loans Consolidations.  **RITE CONSULTING, COSTA MESA, CA** 11/13 – 1/15PHONE AGENT Intake Applications for Modifications. Incoming and Outbound calls. Create  Files with point. Customer Service. Skye’s the Limit, Riverside, CA04/2005 – 1/2013Office Manager/BROKER ASSISTANT/BRANCH OFFICE Prepared Purchase Agreements, Listing Agreements, Deed of Trust, Grant Deeds, Bankruptcy Chapter 7, 13 and Lease Agreements. List properties on MLS. Order BPO’s, Title Documents. Prepare documents for Short Sales and Modifications. Loan Processor, FHA and Conventional Lenders. Process applications from time of receipt of [application](http://inlandempire.craigslist.org/rej/3823287777.html) to submission of the loan package to underwriting. Gather, organize and track loan documentation. Accounts Payable and Accounts Receivables. Employee files and payroll. A2Z Transportation, Riverside, CA4/2012 – 12/2012Office Manager/Dispatcher Dispatched and Maintain 4 Trucks, Scheduled Drivers for Loads, Fuel Tracking, Hours of Service, Logs, and Inspections on Trucks. Accounts Payable and Receivables. Maintain and keep updated drivers files and payroll. Schedule Maintenance on truck. EZ Transportation, Riverside, CA12/2006 – 1/2012Owner Operator Managed Motor Carrier and DOT Compliance, Drivers records, files including safety, and drug programs. Dispatched and Maintain 5 Trucks, Scheduled Drivers for Loads, Fuel Tracking, Hours of Service, Logs, and Inspections on Trucks. Accounts Payable and Receivables. Maintain and keep updated drivers files and payroll. Schedule Maintenance on Trucks. cystal view mortgage, riverside, cabroker assistant/office manager04/2004 – 04/2005 Loan Processer FHA and Conventional Lenders. Process applications from time of receipt of [application](http://inlandempire.craigslist.org/rej/3823287777.html) to submission of the loan package to underwriting. Gather, organize and track loan documentation. Prepared Purchase Agreements, Listing Agreements, Deed of Trust, Grant Deeds, Bankruptcy Chapter 7, 13 and Lease Agreements. List properties on MLS. Order BPO’s, Title Documents. Prepare documents for Short Sales and Modifications. Accounts Payable and Accounts Receivables. Employee files and payroll. computer genius solutions, riverside, caOFFICE MANAGER/PC TECHnICIAN04/2003 -4/2004 Generate and assign work orders for all PC Technicians. Help Desk 24/7, Schedule and dispatch all work orders. Create Invoices, Process credit card payments. Accounts Payables, Accounts Receivables using Quick Books software. Employee hours and payroll. Customer Service, Order Parts and Repair Computers. GI TRUCKING, BREA, CAIT HELP DESK/DATA ENTRY MAINTENANCE DEPARTMENT01/2001 – 04/2004 Help Desk for 32 Terminals. Computer Hardware, Software repair. Maintain and kept updated all software licensing. Create and Order Purchase Agreements. Create and Dispatched work orders. Maintain and order supplies for IT Dept. Back up Data on Network and Maintained Network. Create macro spreadsheets for Maintenance Dept for miles reports. Scan and inspect all drivers’ logs. Data Entry for Maintenance Dept. using Transportation software. |
| Education |  | la puente High School, la puente, ca GENERAL ED, DiplomaLA PUENTE ADULT SCHOOL, LA PUENTE, CA COMPUTER REPAIR, real estateINTERCOAST COLLEGE, upland, CA certified paralegal bk/immigration INTERCOAST COLLEGE, upland, CA PARALEGAL COURSE, PRESENTLY Enrolled MORTGAGE EDUCATORS NMLS CERTIFICATE, PENDING |
| References |  | upon request |