



# Jason Ma

## *Professional Summary*

- Analytically focused with a solid foundation in statistics and economics. Strong administrative, leadership, teamwork and communication skills.
- Results-oriented Loan Processor highly effective at coordinating documents and processes between departments, individuals and government offices. Expert negotiator, problem solver and organizer.

## *Work History*

### **Robert Half / Credit Human - Loan Processor**

Federal Way, WA

05/2021 - Current

- Handled any conditions sent from underwriting departments.
- Prepared documents for underwriting by verifying client income, credit reports and other information.
- Collaborated with stakeholders to manage loan files and databases and prepare general correspondence.
- Evaluated approvals against established bank and government lending standards.
- Reviewed loan files for completeness, identified missing documentation and generated condition lists for applicants.
- Upheld complete confidentiality of all submitted information according to release guidelines.
- Processed loans within various departments to achieve timely, accurate and fair proceedings.

### **Commencement Bay Properties - Analyst/Administrator**

WA

03/2019 - Current

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☎ 253-389-7521

📍 Tacoma, WA 98422

## *Links*

- [www.linkedin.com/in/jason-ma-970417113](http://www.linkedin.com/in/jason-ma-970417113)

## *Skills*

- Contracts
- CSS
- HTML
- JAVASCRIPT
- Excel
- Microsoft Office Suite
- Powerpoint
- Word
- Sales
- SQL
- Website Design

## *Education*

06/2016

**University of Washington**

Seattle, WA

- Managed payroll, transactions, invoicing and budgeting to decrease financial inconsistencies.
- Assessed real and personal property inventory for estate planning.
- Evaluated and recommended changes in rental pricing strategies to remain competitive in market.
- Conducted property showings to highlight features, answer questions and redirect concerns to close contracts.

### **TSA - Transport Security Officer ATLAS**

SeaTac, WA

11/2020 - 03/2021

- Reported screening hours and incident data into logs for submission to [STSO](#), maintaining high level of accuracy and detail.
- Coordinated with TSA K9, TSA Inspectors, DHS Police , SeaTac Police, CBP and Port Authority to screen individuals, aircraft, and contractors.

### **TSA - Transport Security Officer**

SeaTac, WA

05/2019 - 11/2020

- Provided top-notch protection for traveling public by conducting tests for explosives residue.
- Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.

### **Pactera Technologies - Junior Data Analyst**

Redmond, WA

08/2018 - 01/2019

- Planned and conceived computer systems using information engineering, data modeling and structured analysis.
- Investigated and addressed [SQL](#) system issues to enhance usability and improve functionality.

### **Greenville Properties LLC - Analyst**

Tacoma, Washington

08/2016 - 10/2018

- Applied data-driven models to achieve tangible impact on business and marketing operations.
- Cross analyze market trends to optimize final sale price.

Bachelor of Arts: Economics

- Robinson's Center for Young Scholars – Early enrollment into UW at grade 10 (2012).

- Assisted executive leaders in decision-making procedures by creating daily reports to advise leaders on corrective actions and process improvements.

