

Lindsey White

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OBJECTIVE

I am looking to find a role that will fit my need for constant growth, love of identifying and solving problems, and ability to create and deliver solutions to help make processes run more efficiently.

EDUCATION

Michigan State University
Full-Stack Bootcamp
• In progress

Truman High School
Graduate

KEY SKILLS

- HTML
- CSS
- Responsive Web Design
- JavaScript
- JQuery
- AJAX
- Microsoft Word and Excel
- Verbal and written communication

EXPERIENCE

September 2020-Present

Trainer • Rocket Mortgage • Detroit, MI

- Joined the Training Team to build and facilitate a class for a process that I assisted creating while I was a Vendor Resolution Specialist.
- Develop training materials including learning objectives, assessments, workbook activities, along with process and class outlines.
- Facilitate weeklong classes leading learners through the course to meet training objectives.
- Host meetings with business partners to present current training objectives and identify areas of opportunity.
- Collaborate with my peers and leadership to develop Objective Key Results goals and execute what is needed to meet them.

July 2016 - September 2020

Vendor Resolution Specialist • Rocket Mortgage • Detroit, MI

- Trained in multiple roles to obtain and review documentation that is required for escalated loans.
- Used critical thinking, deep diving, and communication skills to expedite obtaining documentation, working many different processes interchangeably.
- Communicated with third parties to obtain multiple document types.
- Continuously made myself a resource for those around me

December 2014 – July 2016

Vendor Analyst • Rocket Mortgage (Quicken Loans) • Detroit, MI