

5451 SAN JOAQUIN ST • SIMI VALLEY, CA 93063

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MICHAEL C. TOBIAS

Experience

Prospect Mortgage

Sherman Oaks, CA

- *Capital Markets Analyst II*
- *LMS Content Builder*

5/2016 - Present

11/2012 – 5/2016

During my first 4 years at Prospect, as an LMS Content Builder, I was responsible for all aspects of online training. I created training materials of a wide variety, but mostly focused on Computer Based Training modules (including my own voice recording work). I was also the main administrator for our Learning Management System (Success Factors).

*I recently transferred from the Training Department into Capital Markets. Now, I work with a team of 4 others to: 1) sell Mortgage Backed Securites, Whole Loans, etc on the Secondary Market and 2) **hedge our company's ~\$1 Billion loan portfolio** through the trading of bonds and other securities on the primary market. I support and assist with every aspect of the department's daily activity, but also devote a significant chunk of my time to improving our daily processes (speed and accuracy) through computer automation (using Python programming language and excel VBA). Other important notes:*

- ❖ I provide daily reports for high-level executives and our Board of Directors including: financial models, loan pipeline summaries, collateral reports, adhoc market pricing comparisons, and more.
- ❖ I serve as the **main system admin** for Optimal Blue, which is the company's loan pricing engine. I manage the system's user base, the product portfolio (and associated Loan Level Pricing Adjustments), and provide general system support for the entire company. This also means that I am directly involved with **company margins and margin reporting**, as they are set and managed through this system.
- ❖ **Received MVP Award in July, 2015**

Corporate Office Interiors

Costa Mesa, CA

- *Internship*

6/2011 – 9/2011

- ❖ Performed data entry and program data integration, assisting in data analysis and reporting
- ❖ Provided general IT support to entire office
- ❖ Supported with developing proposals and other support activities for the sales group.
- ❖ Conducted direct sales for furniture products.
- ❖ Aided and managed the activities related to company's corporate move – working with various vendors to insure a smooth transition to the new facility.
- ❖ Managed a team during the sale and liquidation of a large amount of corporate furniture.

RITEC (Rugged Information Technology Equipment Corporation)

Simi Valley, CA

- Program Manager Assistant

5/2006 – 9/2010

- ❖ Assisted in the evaluation and solution of potential customer issues and either resolved them myself or referred them to Program Manager for escalation.
- ❖ Conducted quality control activities on printers in accordance with instructions and inspection programs, using specified control measuring and testing equipment.
- ❖ Coordinated program materials and research, generating schedules, job orders and reports and then updated program information and scheduling.
- ❖ Managed inventory and parts purchasing for assigned programs.
- ❖ Made frequent customer service visits to test and repair product.
- ❖ Organized program files, assisted with handing specific tasks to team members, handled scheduling for program materials, maintained client lists and retained purchase orders and invoices for project materials.

Education

NORTHERN ARIZONA UNIVERSITY

Flagstaff, AZ

THE W.A. FRANKE COLLEGE OF BUSINESS

- ❖ Bachelor of Science (BSBA) – Marketing
 - Multiple top-level classes focusing on Marketing and Financial Data Analysis
- ❖ Minor - Business Advertising
- ❖ Alumni - DELTA SIGMA Professional Fraternity
 - Served as President and VP – Scholarship & Award

Volunteering

- ❖ Participated in community service events including highway clean-up, Relay for Life and several events supporting the W.A. Franke College of Business
- ❖ US Geological Survey
 - "Natal Origins Trip" -- a 21 day, 200 mile, mark and recapture effort assessing native, non-native and endangered fish species while monitoring the food-base through aquatic drift sampling. One of the best volunteering experiences I've had, to date.

Skills/Other

- ❖ Python (Intermediate - Advanced)
- ❖ SQL (Beginner - Intermediate)
- ❖ Microsoft Office (Excel: Expert - including VBA)
- ❖ Microsoft Office Adobe Captivate, InDesign, Photoshop, Dreamweaver and Muse
- ❖ Instructional Design (ADDIE), Adult Learning Theories, Learning Management Systems (Success Factors, Moodle)
- ❖ Articulate Storyline 2
- ❖ [HTML, CSS, Javascript, Java] (Beginner)
- ❖ Marketing/Advertising
- ❖ Eagle Scout – Troop 730; Newbury Park, CA