



Nicole Augello

Senior Mortgage Administrator / Real Estate Appraiser

SUMMARY PROFILE

Graduate from Ontario Tech University with a Bachelor of Commerce Honours degree, with an area of study in accounting and international business practices.

Previously a varsity athlete, playing for our University women's hockey team. Attaining the ability to maximize team cohesion and take a leadership role among others.

My long-term goals include finding a career/position that challenges me, keeps me engaged, and allows me to contribute to the greater good of a team and organization.

My experiences in customer service and my forward-thinking mindset are what make me a great asset to any team. I am a passionate, enthusiastic, and positive person who seeks opportunities to further develop my skill-set.

WORK EXPERIENCE

Senior Administrator / Payments

Equitable Bank
Toronto, ON
2022 - Current

Mortgage Service Admin / Payments

- Processing mortgage transactions
- Preparing statements/calculations.
- Actioning insurance notices (renewals and cancellations)
- Processing bill and wire payments
- Reconciling statements and reports

Appraisal Advantage Canada
Toronto, ON
2021 - 2022

Residential Real Estate Appraiser

- Organize/schedule, applicant appointments & lender phone calls.
- Manage 25-30 ongoing orders, and complete 3-5 appraisals daily.
- Analyze real estate market trends.
- Conduct physical inspections and analytical appraisal analysis.
- Professionally communicate with applicants/homeowners/lenders.

MAV Beauty Brands
Vaughan, ON
2019 - 2020

Accounting Intern / Data Analytics

- Accounts Payable, Accounts Receivable, and Data Analytics'
- Inputting invoices, sending cheques and wire transfers
- Reconciling vendor debts to master budget, forecasting future values.
- Analyzing retailer's sales values, pivoting the information, creating models for sales and marketing.

Toronto Ponds and Water Features
Toronto, ON
2018

General Labour / Schedule Organizer

- Organizing daily schedule via excel.
- Fix, build, and clean home water features such as waterfalls/ponds
- Kindly greet clients, complete current job and promote other services we offer.

UOIT Ridgeback Hockey Camp
Oshawa, ON
Summers

Athletic Instructor for Kids

- Full daycare of children ages 8-12.
- On-ice instructor, run fun, active, and educational drills for kids.
- Off-ice activity instructor. Health and wellness education and development.

Bolton Family Foot Care
Bolton, ON
2015 - 2017

Back Coordinator and Reception

- Greeting patients, gathering information, and escorting.
- Sterilization of tools, in charge of stock and supply orders.
- Recording insurance information, discussing coverage and providing assurance companies with the analysis of treatments.

EDUCATION

Bachelor of Commerce Honours
Ontario Tech University
Oshawa, ON
**Presidents list academic achievement*

Secondary School

St. Michaels Catholic Secondary School
Bolton, ON

SKILLS

- Microsoft Excel Proficient
- Microsoft Word
- Microsoft PowerPoint
- QuickBooks
- SAP Certified
- Project Management
- Highly Organized
- Quick Learner
- HTML
- CSS
- JavaScript