

# Shelby Weiser

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CURRENTLY ENROLLED IN THE CYBER DEFENSE AND DIGITAL FORENSICS ATA PROGRAM AT EDMONDS COLLEGE, A DHS AND NSA CERTIFIED CENTER OF EXCELLENCE FOR CYBER DEFENSE EDUCATION.



## Qualifications Summary

Detail-oriented and highly motivated professional with experience in underwriting and data analysis; well-prepared to make contributions in the banking industry. Actively a full-time student at Edmonds College majoring in Digital Forensics and Cybersecurity.

### Underwriting & Loan Compliance

- Ability to assess and make decisions regarding gray area loan files while adhering to company and federal rules and regulations.

### Data Analysis & Documentation

- Coherently and accurately articulate thoughts of the underwriting process to make sure there is no questions further in the loan process.
- Collaborate with cross-functional teams on underwriting processes.
- Able to review digital histories of a computer and analyze with reasonable certainty what has transpired.

### Cross-team Collaboration

- Proven track record in managing and training loan processing staff.
- Develop and keep professional relationships.

### Key Skills

- Known for gaining client satisfaction by offering excellent customer service.
- Possess strong background in loan processing, marketing, tailored communication, client experience, and mortgage risk mitigation.
- Ability to back up my digital research with documented, universally recognized systems and practices.

## Professional Experience

### Edmonds College

7/5/2022 – Present

#### Full-Time Student – Digital Forensics & Cybersecurity

I am currently in my first year of study learning - digital forensics, incident response essentials, system security for Windows and Linux hosts and servers, packet analysis, virtual private network implementation, firewall implementation, intrusion detection system implementation, security risk analysis and assessment, policy development, and layered security design and implementation. I am on track to graduate in the spring of 2024.

### Caliber Home Loans, Remote Underwriter

1/11/2021 – 11/21/21

Analysis of conventional home loan files for decision. Review Appraisals, condo documents, titles, purchase contracts to make sure all is in line with selected program. Condition file for any outstanding items needed from borrower(s) or third party(ies). Clear file for docs and final QC review. Address any additional issues that are found by QC, provide clear communication to broker, account executive, processor, and any other parties at all times during the loan process.

- Completed NAMU Underwriters Training and finished at the top of my class

**Flagstar Bank, Remote**  
**Senior Processor III**

**7/2020 – 12/30/20**

Collect and examine residential loan application data in line with company standards, including borrower assets, liabilities, length of employment, and type and amount of mortgage. Analyze and submit conditions to underwriting for approving loan. Appeal listed companies to obtain property abstract, survey, and appraisal. Follow up on all unsettled orders with third parties and borrowers. Update clients about the changes in regulations and policies. Deliver excellent customer service to clients across mortgage process. Confirm compliance with related federal and local laws.

- Closed 33 loans in third month through 100% dedication to work.

**Halcyon Home Loans**  
**Client Care Manager**

**3/2019 – 7/2020**

Pre-approved a borrower at application submission by collecting documents and submitting to lender. Conducted pre-underwriting to timely submit all documents. Oversaw loan closing while appealing documents with lenders. Tracked and supervised new leads while following up the referral business. Fulfill all requirements for funding of the loan. Evaluate and authorize all closing documentation.

**Northpointe Bank**  
**Senior Loan Processor**

**3/2018 – 3/2019**

Reviewed application for submitting and organizing loan to gain the Automated Underwriting findings and client's demands. Requested and traced all vital documents to meet processing timeframes and update system, calendars, and loan files' status. Inspected the appraisals, titles, and purchase and sales contracts. Addressed clients' questions resolved problems. Moved the loans to proper phases and provided documents to the Closing Department within time restraints.

- Promoted to Senior Loan Processor from Regional Loan Officer Assistant for superb performance.

**Regional Loan Officer Assistant**

**12/2018 – 3/2018**

Offered residential loan processing support to clients and Mortgage Loan Officers in mortgage loan applications, setup, and marketing tasks. Liaised among team members, third party vendors, agents, and borrowers. Scheduled appointments, team meetings, and conference calls.

- Distributed CRM and marketing materials to client database and real estate contacts.

## **Additional Experience**

**Loan Processor**, Bay Equity, Marysville, WA (8/2017 – 2/2018)

**Processing Supervisor**, Guild Mortgage, Seattle, WA (11/2016 – 8/2017)

**Loan Officer Assistant**, Umpqua Bank, Mountlake Terrace, WA (2/2015 – 11/2016)

**Loan Officer Assistant**, Guild Mortgage, Mill Creek, WA (7/2014 – 2/2015)

*Prior experience as **Underwriting Assistant**, **Senior Loan Coordinator**, and **Loan Processor***

## **Education**

**Associates in Arts, Photography**

Everett Community College, Everett, WA

## **Technical Skills**

Microsoft Office Suite, MyKey, Byte, Point, Encompass, GUS, HTML, CSS, JavaScript, SQL