

Mortgage Systems Administrator Mortgage Systems Administrator Mortgage Systems Administrator

- First Community Credit Union Cypress, TX Authorized to work in the US for any employer Work Experience Mortgage Systems Administrator First Community Credit Union June 2018 to Present

- Maintain mortgage systems users, roles, profiles, security settings, and loan access settings. ?
- Perform system analysis and simulation testing to determine potential impact of deploying proposed system changes ?
- Create and maintain business rules for data entry, workflow progression and regulatory compliance. ?
- Maintain the Encompass loan document generation library, including building custom documents as needed and maintaining eFolder settings. ?
- Stay apprised of Ellie Mae published system administration guidelines and best practices to optimize system performance. ?
- Design and document changes and enhancements to system functionality. ?
- Build custom input forms to reflect company needs and improve workflow efficiency while remaining consistent with regulatory guidelines ?
- Analyze data flows for process improvement opportunities. ?
- Complete troubleshooting of all Real Estate computer applications and systems as needed. ?
- Submit functional and technical specifications, change requests, and test plans to IT. ?
- Develop and update user procedures, guidelines and documentation. ?
- Collaborate with training department to provide employee and new hire Encompass training. ?
- Verify accuracy and generation of quality reports, and auditing, including, but not limited to, HMDA, User Profile Settings, Weekly Pipeline, and Monthly Board Reports ?
- Manage and administer integrated applications and systems, such as WebCenter Administration (POS), Encompass Products & Pricing System (EPPS), Encompass Customer Relationship Management (CRM) System ?
- Assistance in the integration of FICS Mortgage Servicing (MS) System ?

Responsible for implementation and administration of new Point of Sale Encompass Consumer Connect Group Fitness Instructor LA Fitness June 2017 to Present

- Create a fun, energetic environment to guide patrons through group fitness sessions ?
- Produce unique choreography and musical playlists for cycling/spin and AquaFit/Water Aerobics classes

Licensing Analyst Nations Reliable Lending, LLC April 2017 to June 2018 Boosted employee engagement, by implemented a health/wellness program for employees ? Upgraded company marketability and expansion through application and approval of corporate, branch, and individual

licenses in 45 states and DC. ? Established new procedures for more efficient and effective filing of new license applications ? Communicate with branch managers and state regulators regarding licensing needs Compliance Pipeline Management ? Navigate Encompass to review all parts of the loan application ? Review credit reports/AUS findings and ensure the HMDA screen is properly filled out ? Complete withdrawals/denials of loan applications including sending Statement of Denial to borrowers ? Verify all information/documentation required is complete/uploaded Rehabilitation Technician/ Scheduler North Cypress Medical Center February 2015 to April 2017 Assist physical therapists with patient testing, exercises, and scheduling ? File and enter data Fitness Zone Supervisor / Operations Attendant University of Houston Department of Campus Recreation August 2011 to December 2014 Supervised three to four fitness zone attendants per shift ? Monitored access to 24,000sq.ft. Fitness Zone, consisting of a weight room, cardio area, indoor track, and multipurpose classrooms used for group exercise classes ? Provided customer service to diverse population of students, faculty, staff and guests Fitness Program Assistant ? Client allocation to personal trainers, including transferring clients, filing paperwork ? Organized and implemented special events, such as TexFit, a state wide Collegiate Fitness Conference Red Manikin Drill Team ? Administered employee audits to assess knowledge and response time ? Rendered feedback on employee performance during simulated emergency situations Intramural Sports Office Staff / Summer Camp Counselor ? Communicated game schedules, forfeits, cancellations, tournaments, special events, etc. with professional staff and team captains via phone and/or email ? Input data and inventoried equipment Education Bachelor of Science in Kinesiology University of Houston - Houston, TX December 2014 Skills System Administrator, System Admin Certifications/Licenses Ellie Mae Encompass Administrator Certification March 2019 to March 2021 Basic Life Support (BLS) September 2018 to September 2020 Assessments Basic Computer Skills: PC Proficient June 2019 Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems. Full results: https://share.indeedassessments.com/share_assignment/myflfcrov3gzksdd Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in

any professional field.

Name: Elizabeth Meyer

Email: nicole87@example.org

Phone: +1-761-993-2334x6563