

IT Team/ Project Coordinator IT Team/ Project Coordinator IT Team/ Project Coordinator - Isoftstone Inc Sacramento, CA Authorized to work in the US for any employer Work Experience IT Team/ Project Coordinator Isoftstone Inc April 2019 to Present Troubleshoot. Resolve technical issues Manage data pipeline. Maintain data collection devices and AI software. Process data. Manage data collection personnel. PC Tech Support Contracts Design & Development April 2017 to April 2019 Repurpose PC computers to increase access to low-income families. Test Components. Wipe clean and install hard disk drive per industry standard and customer specifications. Install RAM, Operating System, and any updates to OS and drivers to deliver a ready to use product. Lock Desk Specialist Finance of America May 2016 to March 2017 Provide specialized support for mortgage brokers and authorized personnel utilizing the company pipeline. Create pricing scenarios and present data via Excel. Execute mortgage program changes, interest-rate locks, lock extensions, re-locks, etc. Communicate with secondary marketing department for price adjustments and off sheet pricing. Project Manager IMK Property Preservation October 2013 to April 2016 Worked with mortgage lenders and real estate agents to transform poorly kept REO homes into pristine investment properties. Maintained detailed knowledge of HUD and local HOA guidelines and ensured compliance. Oversaw contract labor and bidding to aggressively beat deadlines to ensure quick sale or rent at maximum value. Education Bachelor of Arts in Communications California State University - Sacramento, CA Skills DATA ANALYSIS, PROCESS DESIGN, CUSTOMER RELATIONS

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