
EDUCATION**University of La Verne**

B.S. *Business Administration*

Graduated: May 2014

Major GPA: 3.2

Focus Studies: Advanced Coursework including ULV Accelerated Integrated Business Program, Corporate Finance, Corporate Marketing, Corporate Management, Accounting Principles, Business Statistics, Math Methods for Business & Economics, Economic Analysis, Information Systems Management

EXPERIENCE**Project Management Analyst**

July 2022 - June 2023

loanDepot - Digital Mortgage Lender

Newport Beach, CA (Remote)

- Partners with program/project managers & business owners to design solutions & develop plans to execute key initiatives, as assigned.
- Use Agile ideologies to manage project teams, facilitate project meetings, and coordinate execution of projects.
- Oversee and participate in the software development life cycle while also continuously analyzing software to facilitate application improvements.
- Utilize query tools such as MS SQL to mine large amounts of data and present it in a user friendly format through Excel, SSRS, or Tableau.
- Perform business systems analysis to define system requirements, configure and implement new systems and/or enhance existing systems while also consulting with stakeholders and product owners.
- Documents project plans and tactical execution/task management in partnership with project teams, key stakeholders, and product owners.
- Communicates project progress & performance to internal and external stakeholders.
- Establishes appropriate measures of success for projects, ensuring completion and/or ongoing management of projects. Facilitates effective hand-offs to business owners at project completion.
- Escalates & facilitates resolution of issues affecting project progression; responsible for all project documentation.

Enterprise Innovation Business Analyst

January 2022 - July 2022

loanDepot - Digital Mortgage Lender

Newport Beach, CA (Remote)

- Utilize query tools such as MS SQL to mine large amounts of data and present it in the user-friendly format through Excel, SSRS, or Tableau.
- Participate in the software development life cycle while also continuously analyzing to facilitate application improvements.
- Perform business systems analysis to define system requirements, configure and implement new systems and/or enhance existing systems while also consulting with stakeholders and product owners.
- Apply project management techniques to oversee the lifecycle of business systems including pre and post release support.
- Coordinates with other data stakeholders such as Business Intelligence, Business Strategy, FP and A, and Enterprise Data Warehouse Teams to ensure data and analytics can be leveraged across all platforms.
- Creates and manages documentation for reports, processes, and training for the benefit of users inside and outside the department.
- Communicates and provides regular updates on development status to management and key business units.
- Monitors the reporting function for procedural changes to ensure that information presented and the criteria to build it are relevant and current.

Credit / Risk Analyst

April 2021 - January 2022

Prime Equity Mortgage - Nationally Ranked #33 Brokerage by NAHREP Mortgage Association

West Covina, CA

- Perform financial analysis of credit, income, and asset documents to provide additional information to involved parties.
- Assess each borrower's financial statements and credit data to determine their creditworthiness.
- Maintain current and accurate records for each client throughout the lending process and ensure sensitive information is handled with the utmost care.
- Present progress reports and updated financial data to the mortgage team to ensure a successful closing.

Credit Analyst / Loan Specialist

July 2017 – March 2021

First Republic Bank - Private Bank and Private Wealth Management Firm

Newport Beach, CA

- Gathers and analyzes loan applicants' financial data to evaluate risk.
- Assesses creditworthiness of individuals, companies, and institutions.
- Collaborates with other financial underwriters to approve or deny loans.
- Responsible Utilize and apply FNMA, QM, ATR and investor guidelines to ensure that all loans comply with industry standards and guidelines
- Validates the data entry to the appropriate Loan Origination System and evaluate all applicable documentation as required by job function and conditions loan accordingly.
- Reviews applications and all pertinent disclosures to ensure compliance with all Federal, State, investor requirements and bank policies are met and upheld
- Communicate with Relationship Managers and Client Services Specialist on collecting information and documentation necessary to finalize incomplete loan packages

Certifications & Licenses

Certified Scrum Master- A professional who leads a team using Agile project management through the course of a project. A Scrum Master facilitates all the communication and collaboration between leadership and the team players to ensure a successful outcome.

SKILLS AND INTERESTS

Technical Skills: Microsoft SQL Server, SQL, Jira, Project Management, Excel, Agile Project Management, Data Analysis, Database Design, Database Administration, Software Systems Analysis, Loan Origination, Mortgage Lending