| Holly Noble |
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| 971-506-3299 holly6837@gmail.com |

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| Objective | I am looking for steady, full or part time employment that will make use of my great work ethic and positive personality. |
| Experience | Loan Processor/File Manager/Operations Assistant/Receptionist  April 15 2006- October 15th 2009 Mortgage Trust, Portland, OR   * I started at Mortgage Trust as a receptionist, this included * Opening the office * Dealing with all incoming and outgoing mail * Answering and successfully transferring several calls at once * Ordering and stocking office and kitchen supplies * Copying and faxing * Closing the office * I then moved to file management * Taking current files and organizing, documenting, and filing them * Taking years of old files and creating a retrieval system and sending them to off-site storage * Data entry * During both of these jobs I was being trained as an assistant to the operations manager * Assisting with IT management * Internet research * Computer program training and troubleshooting * Creating internal documents and SOP * Assisting in marketing and database management * I finally worked my way up to loan processing * Take a mortgage credit application (1003) * Pull and check credit, calculate debt to income ratio * Verify and paper trail all information on 1003 (VOR, VOE, VOD, income and asset documentation) * Send and receive disclosures * Package and submit to lender electronically or through the mail * Close loans using Genesis/Encompass |
|  | Previous Jobs: Owner and operator of a child care business, lead chef, sales clerk, personal assistant, and party planner. |
| Education | MHCC, Troutdale, OR Jan ‘11- Current   * I am getting my education degree so I can teach students English as a second language. M-Th 6pm-10pm |
| Interests | I really have a passion for loan processing. I also love to cook, read, and spend time with my family. |
| References | Darren Davidson, Vice President of Operations, Supervisor, Mortgage Trust 503-282-5626/ MaryJo Rueck, Loan Originator 503-318-8277/ Alan Burkhart, Loan Originator 503-680-8796 |