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|  | Kathryn Westbrook  6943 N. Curtis Avenue, Portland OR 97217  |  kittykat7724@gmail.com  |  503-286-3052  Former mortgage funding manager and current college student with 10 years of experience in an office and customer service setting. |
| Skills & Abilities | * Typing speed of 45 wpm * Proficient with Microsoft Word, Excel, PowerPoint, Outlook * Proficient with internet, computers and basic office equipment * Excellent interpersonal skills and high attention to detail * Demonstrated ability to multitask in a fast paced environment |
| Experience | **Manager** WEALTHBRIDGE MORTGAGE CORP. BEAVERTON, OR07/2009-11/2010 I managed a department of four individuals and prioritized funding of loans according to various deadlines. I also reviewed loan files for accuracy and completeness, sold loans on the secondary market, worked with outside vendors and title companies to ensure timely loan funding and managed a five million dollar warehouse line to ensure sufficient funds were available for all loans funding on a given day. **Funder** WEALTHBRIDGE MORTGAGE CORP. BEAVERTON, OR4/2003-07/2009 I created loan documents for borrowers to sign by checking data for accuracy then entering into mortgage software. I also completed required provisions for selling loans on the secondary market, reviewed loan files for accuracy and completeness and then funded those loans. **Receptionist** WEALTHBRIDGE MORTGAGE CORP. BEAVERTON, OR4/2001-4/2003 I answered a multi-line telephone, greeted customers, sorted incoming mail, ordered office supplies, ordered credit reports and assisted various departments as needed. **veterinary technician** RIVERVIEW ANIMAL CLINIC BIRMINGHAM, AL6/1998-8/2000 I assisted doctors in patient rooms, filled prescriptions, cleaned cages and dog runs, walked dogs and provided love and care to all patients. |
| Education | **Portland state university**, portland, orbachelor of science – clinical psychology I am currently a junior seeking my bachelor’s degree. My tentative graduation date is 6/2014. Relevant coursework includes a 3 term series of Biology for Allied Health, Statistics, Developmental Psychology, Neuropsychology and Anatomy and Physiology. |
| Achievements and honors | * Completed Medical Terminology course at Portland Community College in 2009 * Member of Honor Society.org via Portland State University * Employee of the Month at Wealthbridge Mortgage Corp., multiple months * Promoted from Receptionist to Funder at Wealthbridge Mortgage Corp in 2003 |
| References | References are available upon request. I can also provide a recommendation letter from my previous manager. |