

Joe A. Lepe

San Diego, CA 92126 • (909) 836-8428

joelepe96@gmail.com • [www.linkedin.com/in/joe-lepe123/](https://www.linkedin.com/in/joe-lepe123/)

Education:

University of California, San Diego

**Major: Cognitive Science Specializing in Human Computer Interaction, Sigma Alpha Mu**

Work Experience:

AXOS BANK

**Business Process Analyst - Commercial Operations & Technology**

April 2022→ Present

- Liaison for Business Stakeholders and IT infrastructure teams to define, gather, and document business needs
- Translate business requirements into detailed data driven functional specifications for development
- Develop user stories, perform UAT, and create documentation to ensure all workflow variations are accounted for and verify that the intended solution is obtained
- Reduce risk by optimizing manual workflows in Salesforce CRM and designing data-driven workflows
- Utilize Salesforce data to create rich format dynamic documents with filtering logic which increases productivity and reduces risk
- Extract, validate, and interpret data to meet the analytical needs of the business, querying databases to present data that identifies gaps/inefficiencies in the work cycle
- Approve, deny, and follow up with Service Now tickets across various internal sales teams, while effectively tracking all requests by taking an agile approach to the project Roadmaps
- Collaboratively launched a new Commercial Portal that gives brokers and borrowers a friendly UI/UX when servicing their commercial loans
- Lead the Tier 1 Commercial portal support team, by training the entire team, creating procedures, and creating a user friendly dashboard to track our individual/team goals

**Junior Banking Analyst - Commercial Lending**

November 2021→ April 2022

- Developed web browser automation using Python's Selenium webdriver in order to more efficiently order multiple third party reports
- Built reports using Microsoft SQL Server and Microsoft Excel.
- Prepared, request, and review due diligence items from customers needed to originate commercial loans
- Daily communication with brokers and customers to answer questions, provide loan status/updates, address issues, etc.
- Prepared and administered consistent training and guidance for new/rotational staff members participating in the Jr. Banking Analyst Program
- Assisted with special projects/ad hoc work related to Commercial Lending Department strategic initiatives and department goals.

Project Experience:

**Portfolio Example** → <https://anthony5196.github.io/>

- Developed a portfolio website using React.JS to showcase my skills, projects and contact info
- Designed and styled with multiple tools including React-Bootstrap, Styled-Components, React-Parallax, React-Particles, Typewriter-Effects, and more
- Structured queries using Express.js Backend framework in order to efficiently provide server side logic

**Dating App Automation**

- Developed web browser automation using Python's Selenium Webdriver to more efficiently use dating apps
- Automated solutions in order to retire all manual activity as it runs in the background, while simultaneously improving success rates by over 300%

Skills:

- Azure DevOps, Agile, Microsoft Suite, Microsoft SQL Server, SQL, AHA Roadmap Software, Vizio, Excel, Powerpoint, nCino, Java, Python, Salesforce, Salesforce formgen, JavaScript(ES6), Trello, HTML, CSS, React.js, Bash, Typescript, Wordpress, Sass, Bootstrap, Flask, Selenium(Automation/Web App Testing), NODE.js, Express.js, Pandas, Numpy, Yarn/npm, Git, GitLab