

Arionna Nielson

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Work Experience:

Mortgage Loan Processor

KeyBank; Salt Lake City, UT

Jun/19 – Present

Mortgage industry professional with loan-processing experience and comprehensive knowledge of conventional and government loan programs.

Diligent and detail-oriented, thorough in gathering borrower information, verifying loan documents and reviewing file documentation to guide each loan from preapproval to closing.

Audit Analyst

Maverik; Salt Lake City, UT (801-388-6451)

Sep/18 – Jun/19

Ensure stores are submitting their data and analyze that data to see that the numbers are staying within company standards.

Web Developer/ Final Quality Assurance

Infinity ELS; Provo, UT (781-774-0680)

Jun/16 – Aug/18

Create online loan agreements for lending companies in HTML, CSS, JavaScript, and jQuery. Utilized regression testing to troubleshoot the documents functionality both online and in PDF format.

Course Production Specialist II

Rio Salado College; Tempe, AZ (480-517-8276)

Mar/13 – Jun/16

Create content pages for college e-Learning platform in HTML and CSS. Troubleshoot online courses and assessments. Ensure quick and accurate turnaround for new pages, videos and downloadables.

Established a new standard for fast implementation of products as a leading and most accurate assessment implementer. Maximized team production and goals.

Graphic Designer/ Virtual Assistant/ Email Marketer

Arionna Nielson Consulting; Chandler, AZ (480-433-7095)

Jun/10 – May/13

Graphic design of marketing materials for various clients including professional nutritionists and dental speakers. Creation, programming and graphic design of email campaigns, including weekly newsletters and other special email marketing projects.

Summary of Skills:

HTML & CSS expert
JavaScript & jQuery experience
WordPress experience
Dreamweaver, Visual Studio and WYSIWYG editor proficiency
Photoshop experience
Web and Print Design proficiency
Email campaign management and optimization expertise
Proficient in Microsoft Office Professional (Word, Excel, PowerPoint), Windows, Internet
Highly motivated professional able to multitask and perform under pressure
Organizational skills
Customer Service Training
Type 45+ wpm

Education:

Graduate, Desert Ridge High School; Mesa, AZ

May, 2008

Mesa Community College; Mesa, AZ – various courses

Fall, 2008

Other / Interests:

Basic Japanese Language Training (2 years)

Basic Norwegian Language Training (1 year)

I enjoy the creative process (drawing, sketching, working with my hands, etc.)

I also enjoy quickly adapting to new projects and environments