

EDGAR RONDON
1604 RENATE DR # 104
Woodbridge, VA 22192 US
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Email: kaspoz74@gmail.com

Availability:

Job Type: Permanent, Temporary, Term, Detail, Internships

Work Schedule: Full-Time, Part-Time, Shift Work, Intermittent

Desired locations:

United States - VA – Vienna United States – DC or Worldwide

Work Experience:

City Lending Inc

8150 Leesburg Pike #405,

Vienna, VA 22182

02/2017 Present

Salary: 52,000.00 USD Per Year

Hours per week: 40

Branch Manager

Duties, Accomplishments and Related Skills:

Strategically manages a team of personal mortgage advisors to ensure compliance with departmental policies, procedures and defined internal controls. Actively building a team of mortgage advisors recruiting and networking locally That ensures accountability and maintains departmental standards and objectives.

Sets goals for weekly calls (leads) taken for team. Oversees/Coaches team, individuals and their work on a daily/weekly/monthly basis. Reviews loan applications for quality and completeness.

Structures guidelines for prospects interested in applying for a loan. Completes submittal milestone Pipeline channel management - reviews team pipeline regularly to monitor progress of loans to next milestone, also assists team in locking loans, ordering appraisals, adverse or withdrawn prospects, proper disclosures per all compliance guidelines.

Proactively reviews teams over-all work and review areas where an employee or team can improve Coaches, maintains and (when necessary) helps to improve struggling.

Manage Branch Facilities, Payroll, Marketing, Budgeting and other Financial aspects of the Branch Unit.

American Nationwide Mortgage

5001 Lee HWY Suite 103

Arlington, VA 22207 United States

01/2010 – 02/2017

Salary: 52,000.00 USD Per Year

Hours per week: 40

Branch Manager

Duties, Accomplishments and Related Skills:

Responsible for overseeing the branch's production of high quality Mortgage guidelines by building relationships within the community and with realtors, builders, financial planners, bank s, past customers, and other nontraditional sources while providing excellent customer service by executing market strategy towards Bilingual job borrowers.

Other Duties

Develop knowledge of company products, policies and procedures, and underwriting requirements
Develop understanding of federal and state home lending regulations and provide guidance and direction to branch team to ensure compliance,
and management of non-delivery fees, penalties or fines.

Manage overall branch loan origination activities through the management of branch pipeline by adhering to workflow process and using internal tools and reporting to ensure origination, processing, underwriting and closing timelines are in line with communications and commitments to customers.

Manage customer loyalty/disloyalty performance levels to include; ensuring timely and proactive customer communication, regular customer contact and/or inspection calls to customer, providing team with escalation and remediation process support. Understand real estate appraisals, title reports, and real estate transactions

Inform prospective and existing customers of programs, rates, policies, underwriting requirements, and loan procedures. Analyze detailed

financial and credit data, matching customer needs with an appropriate loan program and level of risk.

Develop and maintain a high degree of visibility and credibility for company in the marketplace

Perform miscellaneous duties as needed and required

Supervisor: Ed Rodgers (8003758698 101)

Okay to contact this Supervisor: Contact me first

R-One Inc

1604 Renate Dr #104

Woodbridge, VA 22192 United States

04/2006 - Present

Salary: 46,000.00 USD Per Year

Hours per week: 40

Manager CEO

Duties, Accomplishments and Related Skills:

Founder and director of R-One Inc. which was a mortgage broker licensed In Virginia and Maryland.

Duties:?

Managed loan origination programs while implementing knowledge regarding real-estate, mortgage transactions, with the Ability to assess operational and compliance risk while adapting to regulatory and procedural changes including (UW, Processing, Quality, Control).

Resolve effectively all operational problems, customer complaints and partner requirements

Demonstrated a high level of project management and business development skills.

Manage office personal and facilities.

Maintain a high level of production and profitability of the company.

This company and ownership can be verified through www.scc.virginia.gov

Supervisor: My self (5712752547)

Okay to contact this Supervisor: Contact me first

Capital Group Realty

1604 Spring Hill Rd

Vienna, VA 22182 United States

04/2006 - 01/2011

Salary: 25,000.00 USD Per Year

Hours per week: 20

Licensed Real Estate Agent

Duties, Accomplishments and Related Skills:

Assisted individuals and organization with real-estate needs in regards to purchase and sales of properties effectively resolving current needs.

This company no longer exist and the license is non-active at the time employment can be verified by search on the DPOR website

East West Mortgage

1604 Spring Hill Rd

Vienna, VA 22182 United States

03/2005 - 12/2007

Salary: 50,000.00 USD Per Year

Hours per week: 40

Senior Loan Officer

Duties, Accomplishments and Related Skills:

Duties:

Coordinate loan origination and sales process in 48 states at all doc levels and loan types. Liaison between financial institution and junior loan

officers, manage day-to-day mortgage origination, sales, processing and closing activities, which included decisions on mortgage loan

applications, receive decision on loan files from underwriting, resolved conditions on loan approvals set by financial institution underwriters,

assembled required documents for closing, reviewed files for completeness, accuracy and adequately performed credit analysis for customers.

Key Achievements:

Implemented, adequately multiple loan procedures and guidelines from diverse financial institutions (FHA, VA, VHDA, Conventional, Commercial,) regarding loan origination.

Experience with the implementation of loan origination software such as: (Point, Encompass, DU, E-magic & other), rendered an improvement of credit analysis and loan origination practices.

Established self-motivated marketing programs that efficiently targeted clients which lead to the increase of sales placing in the top producers of the firm

Supervisor: Alejandro Mejia (7038914550)

Okay to contact this Supervisor: Yes

Panalpina

22750 Glenn Dr

Sterling, VA 20164 United States

01/2003 - 03/2005

Salary: 32,000.00 USD Per Year

Hours per week: 40

Import Export Agent

Duties, Accomplishments and Related Skills:

Monitor timely responses to internal/external customers and other PANALPINA offices

File review processing in regards to: application of proper weights, dimensions and rates documentation ect, customer's requirements, consignee

and/or destination requirements Letter of Credit requirements instruct other Export Agent, if necessary.

Review of shipment processing and choice of routing check file programs after Export Agent has completed the shipment approve banking documents (L/C's, sight drafts, etc.) check all other primary actions of the Export Agent in accordance with the individual's level of training.
Prepare quotations and review customer profile, rate structures, routing alternatives, etc.
Support the Sales Department with customer information, rates, etc. Visit customers whenever required to improve communication, Assist department head in training and education of the department staff and supervise cross training, and assure that adequate and timely training of the staff on hazardous materials regulations, Complete and update customer profiles, Review DGR documents to ensure compliance Monitor vendors' compliance with service standards and requirements as per contract terms Monitoring proper filing and updating of all departmental records, i.e., tariffs, SOPs, etc.. Review routing with Gateway, as well as carrier selection.
General Knowledge needed for the Job:
Knowledge of Air Export & Imports environment and its regulations, Air Export Import processes.
Excellent communication and people skills
Management experience and leadership skills Strong customer service orientation, Basic finance know how English Spanish, both written and oral.

Supervisor: Barbra Kadlec (7034649149)

Okay to contact this Supervisor: Yes

Education:

Stayer University Alexandria, VA United States

Master's Degree 02/2012

GPA: 3.75 of a maximum 4.0

Credits Earned: 65 Quarter hours

Major: Business **Minor:** Finance

Relevant Coursework, Licenses and Certifications:

Internships : Harvard University International UN model certificate, 1999 / Fairfax County Fire & Rescue Dept 2003 Central University of

Venezuela (OAS certificate, Globalization Certificate) 1998

License's : Licenses Mortgage Broker with the state of DC Virginia & Maryland, Property & Casualty Insurance License State of Virginia, Real

Estate Agent License Virginia.

Other Courses Custom Broker License Course , American Customs Association.

Languages : English Spanish Speak read and write native Level.

Other Skills and courses: Computer Literate Windows 95, 97, 2000, XP, Vista Windows 7, 8, 10 Microsoft Office, MS Word, Microsoft Outlook,

Internet - Computer & Network Architecture, HTML, Microsoft Office, Novell 3.12, Novell 4.11, Windows 95 Network, Win 98, Lotus Notes,

Peachtree accounting, and others.

Cenral University of Venezuela Caracas, Venezuela

Bachelor's Degree 06/1999

GPA: 3.56 of a maximum 4.0

Credits Earned: 164 Semester hours

Major: International Relations **Minor:** International Trade Law and Economics

Relevant Coursework, Licenses and Certifications:

No relevant course work but as an International relations scholar have kept up with recent international global policies and their impact on world

wide economics trade and finance.

I have implemented my knowledge derived from this degree in every employment I have had since graduation