

## BRODY MCFARLAND

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### EXPERIENCE

#### **SERVICELINK AUCTION - HUDSON AND MASHALL –** WOODLAND HILLS, CA

MAY 2018 – PRESENT

##### **ASSET ONBOARDING ADMINISTRATOR**

- PLACE BIDS ON BEHALF OF THE SELLER TO GET HIGHEST AND BEST OFFERS TO GENERATE REVENUE
- CREATE AND IMPLEMENT AUCTION STRATEGIES TO INCREASE BIDDING ACTIVITY AND CAPTURE DATA FOR CURRENT AND FUTURE SELLERS
- ONBOARD NEW ASSETS TO THE AUCTION PLATFORM AND ENSURE ALL INFORMATION IS ACCURATE AND DISPLAYED CORRECTLY
- OBSERVE MARKET COMPETITION AND ADJUST STRATEGIES ON CURRENT MARKET ENVIRONMENT
- CREATE REPORTS TO CATCH ANY INCORRECT DATA ON WEBSITE OR SALESFORCE
- EDIT PROPERTY PHOTOS AND ENSURE DISPLAY PAGE IS MARKETABLE AND UP TO LEGAL STANDARDS

##### **CONTRACT ADMINISTRATOR**

- FOLLOW UP AND VERIFY PENDING VESTING QUESTIONNAIRES, PROOF OF FUNDS, AND ENTITY DOCUMENTS PRIOR TO CONTRACT GENERATION
- GENERATE SELLER SPECIFIC CONTRACTS FOR APPROVED OFFERS ALONG WITH APPLICABLE STATE OR PROPERTY SPECIFIC ADDENDUMS
- COMMUNICATE WITH HIGH BIDDERS AND AGENTS TO SET EXPECTATIONS OF TIMELY PERFORMANCE PER SELLER GUIDELINES
- SEND CONTRACTS FOR BUYER EXECUTION VIA DOCUSIGN OR WET SIGNATURE ALONG WITH EARNEST MONEY DEPOSIT WIRE INSTRUCTIONS

##### **BID REVIEW ADMINISTRATOR**

- **SHORT SALE AGENT ONBOARDING ROLE**
  - COMMUNICATE WITH ASSIGNED LISTING AGENTS TO SET EXPECTATIONS OF TIMELY PERFORMANCE PER CLIENT'S TIMELINES
  - REQUEST, COLLECT, AND VERIFY ALL DOCUMENTS REQUIRED
  - NOTATE ANY LIENS OR ENCUMBRANCES WITHIN THE PRELIMINARY TITLE REPORT
- **ADMINISTRATIVE ROLE**
  - SEND APPROVAL EMAILS TO BUYERS FOR CWCOT AND REO SELLER APPROVALS
  - PROCESS REO OFFER SUBMISSIONS, COUNTER OFFERS, APPROVALS, AND REJECTIONS
  - CREATE WRITE UPS FOR SELLERS TO CONFIRM ADJUSTED PRICE TARGET

#### **PENNYMAC LOAN SERVICES, LLC –** MOORPARK, CA

2016 – MAY 2018

##### **PRE-FORCLOSURE SPECIALIST**

- MANUALLY CREATED STATE SPECIFIC PRE-FORCLOSURE NOTICES
- CALCULATED FORECLOSURE SETTLEMENT AMOUNTS AND MAILED NOTICES TO BORROWERS
- UPDATE MSP DATABASE

##### **MODIFICATIONS SPECIALIST**

- PROCESS AND RECORD ALL DECLINED MODIFICATIONS



## SKILLS

- MICROSOFT SUITE/ EXCEL REPORTING
- SALESFORCE
- BULK SYSTEM CHANGES/ AUTOMATION
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## EDUCATION

**CALIFORNIA STATE UNIVERSITY OF NORTHRIDGE** – NORTHRIDGE, CA

BACHELOR'S DEGREE IN BUSINESS MANAGEMENT

**ROYAL HIGH SCHOOL** – SIMI VALLEY, CA



## REFERENCES

BRITTANNY DIEHL – FLEX - OPS MANAGER, PENNYMAC – BRITTANNY.DIEHL@PNMAC.COM – (805) 330-4966

RYAN ROMANO – FORMER BID REVIEW MANAGER, HUDSON AND MARSHALL – RYAN.ROMANO@HUDSONANDMARSHALL.COM – (800)-441-9401 X 2389