

JOAN C. ORZECH

25 Abbey Lane
Meriden, CT 06450
Home: 203-634-7720
Cell: 203-886-5116
joanco@cox.net

Objective

To obtain a challenging position that affords both growth and stability.

Education

Branford Hall Career Institute	Southington, CT	2004-2006
Paralegal Program	Certificate 2006	GPA 3.97
Gateway Community College	North Haven, CT	1998
Classes taken in NC Programming, Introduction to Computers, AutoCad, Microsoft Word, and Excel		
F.T. Maloney High School	Meriden, CT	1967-1971
General Studies		

Professional Experience

Fiserv Lending Solutions/ISGN	Rocky Hill, CT	2008-Present
Claims Analyst		
<ul style="list-style-type: none">• Research online county Recorder's Web sites to obtain and review documents of conveyance, assignment, release of lien (full and partial), subordination, lis pendens, foreclosure, bankruptcy• Determine lien priority• Research online Assessor's and GIS Web sites to determine if property has been split/joined or if lot line adjustments/agreements exist, determine accurate legal description, zoning, parcel info, acreage, etc.• Determine if a legal description error exists in Schedule A• Review Title Search for ownership verification, open mortgages and encumbrances, taxes owed, lis pendens, foreclosure, sales• Review claim file for validity• Prepare claim write-up for E & O claims and forward to executive management for determination of payment/denial• Update master spreadsheet daily• Track and obtain status of claims, title searches, recordings• Correspond with lenders, insurers regarding claims• Utilize Microsoft Word, Microsoft Excel, ILS60, Social Security Death Index, Pacer, various online recorder, assessor and GIS Web sites		
Fiserv Lending Solutions	Rocky Hill, CT	2002-2008
Team Leader--Collateral Resolution Department		
<ul style="list-style-type: none">• Verified and corrected encumbrance errors for Mortgages /Deeds of Trust• Reviewed Mortgages /Deeds of Trust for county & state requirements• Performed Online searches of Recorder's and Assessor's Web Sites• Utilized Geographic Information Systems (GIS)• Communicated with attorneys, title companies, banks, town hall personnel• Prepared and maintained departmental procedures		

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Westwood Associates West Haven, CT 2000-2002

Pre-Production Engineer

- Reviewed artwork of printed circuit boards using "ECAM" CAD/CAM software.
- Reviewed blueprints, manufacturing notes, customer specs and data sheets for manufacturability
- Transferred Gerber files to Taiwan using FT PRO software.

Circuit Wise, Inc North Haven, CT 1977-2000

CAD/CAM Operator

- Performed design-rule checks on artwork, modified artwork for manufacturability.
- Loaded customer's Gerber, HPGL and DXF files into CAD/CAM center.
- Generated files for operation of numerically controlled driller and router machines.

Achievements and Awards

"Above and Beyond" Award February 2002
\$1,000.00 Award for Excellence March 2006
\$50.00 Award for Excellence September 2006
\$50.00 Award for Excellence March 2007
\$50.00 Award for Excellence, Teamwork and Enthusiasm November 2007
\$50.00 Award for Excellence, Leadership, Teamwork, Enthusiasm February 2008.