

# Gregory M. Pfeifer

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(Contact info removed – please send me a direct message on LinkedIn!)

## EDUCATION

### **Rutgers University – Coding Bootcamp**

- Web Development Certificate (MERN Stack) – Obtained May 2023
- **Final Grade: 93.8%**

### **Rutgers University, Camden, NJ – College of Arts and Sciences**

- Bachelor in Economics – Obtained May 2018
- Student Representative on the Code of Conduct Hearing Board/Campus Appeals Committee
- **Cumulative GPA: 3.65**

### **Camden County College, Blackwood, NJ**

- Member of Phi Theta Kappa Honor Society
- **Cumulative GPA: 3.90**

## SKILLS & ABILITIES

- Proven leader with management experience
- Web development - proficiency with “MERN” stack
- Expert in credit risk management and personal finance
- Outstanding organizational, analytical, and critical thinking skills
- Excellent written and verbal communication skills
- Highly proficient with Windows computers and related software

## EXPERIENCE

### **Mortgage Underwriter | Freedom Mortgage Corporation, Mt. Laurel, NJ | 2018 - 2022**

- **Conventional/IRRRL Loan Underwriter – Jun 2018 – Jun 2020**
- **FHA Loan Underwriter – Mar 2021 – Nov 2022**
  - Underwrote purchase and refinance loans for primary residences, second homes and investment properties
  - Upon obtaining FHA Direct Endorsement certification, underwrote FHA loans including AUS/Approve, Refer/Manual and Manual Downgrades in accordance with HUD guidelines and company overlays.
  - Reviewed and analyzed all aspects of the loan file in accordance with investor guidelines and company overlays, including but not limited to: credit, income, assets, collateral, fraud prevention, general ability to repay, risk prevention and adherence to AUS findings.
  - Worked closely with clients and assisted with underwriting inquiries, advised clients on operating procedures and strategies for timely and efficient loan approvals.
- **Underwriting Manager – VA IRRRL Refinance Loans – Jun 2020 – Mar 2021**
  - Managed a team of twenty employees, assisted team members with daily instruction in underwriting policies and procedures, facilitated training and support for new employees, performed daily audits of team productivity and quality, regularly designed and implemented training materials and methods based on current needs within the team.

-Helped implement the Underwriting Assistant position and managed five Underwriting Assistants, consulted with department heads and designed position procedures with the purpose of increasing the operational efficiency of the Underwriting Department, designed a training program for the Assistants and managed the team daily.

### **Legal Assistant | Powers Kirn, LLC, Moorestown, NJ | 2014 – 2018**

- Processor in the Referrals Department
- Responsibilities including but not limited to: opening new Foreclosure Referrals daily, facilitating review of Demand Letters prior to official legal action, drafting, executing, and recording Assignments of Mortgage, assisting with Tax Sale Foreclosure issues, ensuring compliance with the Servicemembers Civil Relief Act (SCRA) federal law in accordance with client standards.
- Proficient with: Perfect Practice Case Management System, Black Knight Financial Services, VendorScapeCMS, TLOxp, CSC E-Recording Services, TEMPO Default Management, LoanSphere, iClear by CoreLogic, E-Courts Electronic Filing website, the SCRA and PACER websites, Word, Excel, and Powerpoint.

### **Server | Da Soli Italian Restaurant, Haddonfield, NJ | 2011-2014**

- Waiting on customers and explaining any items on the menu.
- Handling customer service/complaints
- Promoting the restaurant through various township events

### **EXTRACURRICULAR ACTIVITIES**

- Playing drums and electric guitar in various bands
- Volunteer short-term mission trips to Colombia, South America, involving construction, and outreach to children in an orphanage, as well as those in an indigenous village.
- Security Team at Tenth Presbyterian Church in Center City, Philadelphia, PA.
- Prison Ministry Team at Tenth Presbyterian Church in Center City, Philadelphia, PA.