

Michael Walker

Subordination Processor - New Penn Financial

King of Prussia, PA - Email me on Indeed: [indeed.com/r/Michael-Walker/de93d61eea209b8b](https://www.indeed.com/r/Michael-Walker/de93d61eea209b8b)

To obtain a position in an organization where growth is encouraged and where I can utilize the skills and knowledge I have acquired through my college and work experiences.

Work

WORK EXPERIENCE

Compliance Processor

New Penn Financial - Plymouth Meeting, PA - March 2014 to Present

Handled initial and re-disclosure documents through mail or email to customers and borrowers

Send out documents through mail and via email.

Must correct errors or hard stops in a timely fashion.

Subordination Processor

New Penn Financial - February 2014 to Present

Acquire loan documents to assemble a subordination package

- Review property titles and credit reports for outstanding liens
- Submit subordination requests to banks, mortgage companies
- Follow up by email and phone on subordination status
- Call banks for subordination requirements
- Provide missing documentation to banks as requested
- Scan incoming documents to complete subordination packages

EDUCATION

Bachelor of Science in Business Administration

Ferrum College - Ferrum, VA

December 2011

ADDITIONAL INFORMATION

Skills Microsoft Office (Word, Excel, PowerPoint), Windows Operating System, Internet Explorer and Foxfire

Ferrum Extracurricular Activities:

Ferrum College Football Team - 4 years Bacchus

Relay for Life Committee - (Logistics Captain) Panther Productions

Students In Free Enterprise - (SIFE)