

# Jack Shuford

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## Summary

- I am an adaptable, hard-working, focused, and inquisitive individual always looking for a challenge. I have a fantastic eye for detail, adept organization skills, and can offer creative solutions for difficult problems. I am a very quick learner and have an intense passion for design.

- I am conversationally fluent in Italian. Self-taught musician/producer/writer/artist/actor.

- Trained in HTML5, CSS3, and intermediate Python.

## Experience



### Document Management Specialist

Cardinal Financial Company, Limited Partnership

Jun 2020 - Feb 2021 (9 months)

- Assist with filing, coding, scanning, and checking final closing documents for any errors or discrepancies to ensure the files being sent to the investors are correct.
- Draft corrective affidavits in the event an error is found on either the final title policy or recorded security instrument.
- Work closely with title companies retrieving final documents on funded loans.



### Transaction Assistant

Cardinal Financial Company, Limited Partnership

Feb 2020 - Jun 2020 (5 months)

- Worked diligently on ordering tax transcripts and performing verifications of employment, consistently touching well over the minimum required daily steps for one month before being chosen to join the Title Team.
- On the specialized Title Team, I worked remotely during the pandemic for 3 months and quickly adapted to the change in duties and environment which included ordering, receiving, and sorting title documents from the title company and ensuring their consistency with Octane, the loan origination system utilized by Cardinal Financial Company.



### Starter Valet

Republic Parking System

Mar 2018 - Jan 2020 (1 year 11 months)

- Head valet in charge of a team of 4+ valets at MUSC.

- Managed traffic flow, assisted customers, filed incident reports, handled all the cash, and made bank delivery runs for the regional manager, among other various day to day tasks.
- In under 2 years rose from entry-level valet to the supervisor of a team, answering only to the regional manager.



## **Valet**

### **Ambassador's Plus**

Apr 2015 - Feb 2018 (2 years 11 months)

- Worked as a valet at MUSC hospital.
- Assisted patients with directions and helping them in/out of their vehicles.
- Managed traffic flow, customer complaints, and filed incident reports in the event one occurred.

## **Education**



### **College of Charleston**

Bachelor of Arts - BA, Art History, Criticism and Conservation

2014 - 2018

- Earned my BA in art history with a focus on Italian Renaissance art. Minored in Italian.



### **Istituto Lorenzo de' Medici**

Bachelor of Arts - BA, Art History, Criticism and Conservation

2017 - 2017

- Spent a semester in the heart of Florence studying Florentine art and learning the Italian language in an immersive environment.

## **Skills**

Italian • Organization Skills • Analytical Skills • Communication • Microsoft Word • Microsoft PowerPoint • Gmail • Google Docs • Google Sheets • Google Drive