

# Tiffany Wonsack

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## WORK EXPERIENCE

### **CITI MORTGAGE, Farmington Hills, MI**

*Loan Closer, Aug 1998 – Aug 2001*

- Responsible for keeping good customer relations and communication with several title agents to ensure smooth transactions and proper preparation of loan closings from beginning to end. Verified all proper documentation was in place; including appraisal, insurance, proof of employment, cleared title liens, ect; answering any questions from agents or customers directly, and helping make last minute changes in HUD values or payoffs that have changed based on loan requirements.

### **MCA MORTGAGE, Southfield, MI**

*Loan Closer, Jun 1998 – Aug 1998*

- Temporarily hired after buy out of previous company to help expedite loans still in pipeline into MCA's corporate building. Responsibilities included closing doc preparation and working within a small group of former employees to help all government, conforming, and high risk non-conforming loans to become closed investments in new company.

### **FIRST FINANCE, Bloomfield Hills, MI, MI**

*Loan Post Closer/Closer, Nov 1996 – Jun 1998*

- Responsible for reviewing closed loan documentation, verifying and meeting stipulations yet required by interested investor for loan purchase. Worked within the pipeline to recover missing items, including customer and title companies. Later moved into a Closer position where my responsibilities were to prepare and compile necessary documentation from within pipeline and customers directly. Assembled, reviewed, and shipped final items to closing locations within appropriate deadlines for all involved parties.

## EDUCATION

### **Oakland Community College, Farmington Hills, MI**

*Communications*

- two years undergraduate for transfer

### **Madonna University, Livonia, MI**

*Communications*

- continued undergraduate study made Dean's list

## ADDITIONAL SKILLS

- Have worked in retail, restaurant service and supervisor, managed vending route, chiropractic assistant, childcare, various forms of ministry and non-profit funding.
- Have been raising my children while working part-time and volunteering in various capacities. I am now looking forward to being a financial contributor to my family and an integral asset to a