

John Butts  
CareerFoundry Web Development Student

### Summary of work history

***Home Loan Mortgage Processor I and II***, First Interstate Bank, Helena, MT

April, 2018-June, 2023

Responsible for processing mortgage home loans. Tasks include ensuring home loan package is prepared for loan underwriting and is cleared to close prior to scheduled closing date. Responsible for ensuring loan requirements such as income, credit, title documentation, insurance, etc. follow specific loan product guidelines set by investor and government procedures for conventional, FHA, VA, USDA, and First Interstate Bank portfolio loan products. Promoted to Loan Processor II in February, 2020. Reason for leaving: laid off June, 2023.

***Bank Teller***, First Interstate Bank, Bozeman, MT

February, 2016-April, 2018

Responsible for completing daily Teller duties for First Interstate Bank. Tasks include fulfilling transactions for customers, while maintaining a daily drawer balance. Position includes monthly audit of drawer to ensure cash count is correct. Left job for new role with bank.

***Barista***, City Brew Coffee Retail and Roasting Company, Bozeman, MT

October, 2015-April, 2016

Responsible for completing tasks related to maintaining the operational functions of City Brew Coffee shop. Resigned by choice.

***English Language Teacher Assistant***, Fulbright Program/Austrian-American Educational Commission, Kirchliche Pädagogische Hochschule Wien/Krems, Krems, Austria

October 2014-May 2015

Responsible for assisting English professors and leading English conversation classes to students of the University College of Teacher Education Vienna/Krems. Classes focus on improving students' English conversation skills, as well as providing an opportunity for students to use English with a native English speaker. Students are preparing to become elementary, middle, and high school teachers. Held other English teaching jobs during work contract. Teaching Assistantship was under the auspices of the Austrian Federal Ministry of Education and Women's Affairs (BMBF). Left job due to completion of contract and school year teaching period.

***Editor***, European Union Youth Start Entrepreneurial Challenge, Krems/Vienna, Austria

March 2015-May 2015

Responsible for editing the English version of a European Union Youth Start Entrepreneurial Challenge curriculum module to be used in classrooms throughout Austria, Luxembourg, Portugal, and Slovenia. Work is freelance based. Left job due to completion of work assignment.