

# Jake Provard

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## Summary

Currently enrolled in the University of Utah full-stack development bootcamp while actively engaged in professional work. Aspiring to transition into a web developer role in the near future.

## Experience



### Loan Setup Agent

Village Capital & Investment LLC

Sep 2022 - Present (1 year 3 months)

Execute precise and comprehensive fee setups for initial Loan Estimates, guaranteeing transparency and accuracy in financial disclosures for borrowers.

Rigorously ensure that all loans adhere to regulatory guidelines and compliance standards, mitigating risks and facilitating a smooth transition through subsequent stages of the mortgage process.

Provide outstanding customer service to third-party brokers and processors, serving as a primary point of contact for inquiries and updates.

Conduct meticulous reviews of all loan applications, ensuring completeness and accuracy in documentation.

Guarantee that all loan applications are thoroughly vetted and complete, ready for Underwriter review.

Scrutinize credit reports to assess the creditworthiness of borrowers, identifying potential red flags and ensuring compliance with lending standards.

Calculate effective income for borrowers, considering various income sources and financial obligations, providing Underwriters with a comprehensive financial picture for decision making.



### Lead Cashier

Harmons Grocery

Oct 2018 - Sep 2022 (4 years)

Provide leadership to cashier team members, including training and supervision

Committed to deliver exceptional customer service by resolving customer issues, answering inquiries and fostering a positive and efficient shopping experience.

Oversee all aspects of cash transactions, including accurate handling of cash, checks, and credit card transactions. Conduct regular cash audits to reconcile discrepancies and maintain financial accuracy.

Proficiently operate and oversee the Point of Sale (POS) system. Troubleshoot technical issues and provide guidance to cashiers on efficient and accurate use of the system.



### **Floor Team Member**

Larry H. Miller Megaplex Theatres

Apr 2018 - Oct 2018 (7 months)

Perform routine cleaning tasks in public spaces, including lobbies, theaters, restrooms, and concession areas. Ensure all surfaces are clean, sanitized, and free from debris.

Work collaboratively with other cleaning staff and theater personnel to maintain a cohesive and efficient cleaning operation. Communicate effectively to address specific cleaning needs.

Respond to customer inquiries and requests with a positive and helpful attitude. Contribute to creating a welcoming atmosphere for guests.

## **Education**



### **edX**

Full Stack Web Development

2023 - 2023

Full Stack Web Development bootcamp



### **Herriman High School**

Diploma of Education

2017 - 2019

## **Skills**

Front-End Development • HTML • Cascading Style Sheets (CSS) • JavaScript • Node.js • React.js • Express.js • SQL • MongoDB • MERN Stack