

# WALTER LEIVA

Phone: (703) 623-2100 | Email: [leivawalt@gmail.com](mailto:leivawalt@gmail.com) | Reston, VA, 20191  
LinkedIn: [/leivawalter](#) | Portfolio: [github.com/wleivax/portfolio](https://github.com/wleivax/portfolio) | GitHub: [/wleivax](#)

Mortgage finance professional with extensive customer service experience, turned full stack web developer. Earned a certificate in Full Stack Web Development from the George Washington University Coding Boot Camp. Problem-solver who is passionate about learning new skills and developing apps with a focus on the front-end and UI/UX design. Strengths in creativity, teamwork, and communication.

## TECHNICAL SKILLS

**Languages:** JavaScript ES6+, CSS3, HTML5

**Applications:** GitHub, MongoDB, MySQL

**Tools:** Express, React, NodeJS, Handlebars, Query, Bootstrap

## PROJECTS

**Book / Cinema Library** | [GitHub Repo](#) | [Book / Cinema Library Deployed App](#)

- Summary: Site that allows a user to search by an author's name and retrieve book titles written by that author as well as upcoming author events.
- Role: Front-end, UI/UX Design
- Tools: HTML, CSS, JavaScript, Materialize, JQuery, API

**Weather Dashboard** | [GitHub Repo](#) | [Weather Dashboard Deployed App](#)

- Summary: Weather site that provides current and future weather forecasts in cities.
- Role: Sole author, UI/UX Design
- Tools: HTML, CSS, JavaScript, jQuery, API

**BugTesters** | [GitHub Repo](#) | [BugTesters Deployed App](#)

- Summary: CRUD app that allows users to create and save a username login as well as create and delete blog style posts.
- Role: Back-end
- Tools: Express, NodeJS, JavaScript, Sequelize ORM, MySQL

## EXPERIENCE

**Secondary Marketing Associate**  
**Guidance Residential, LLC**

**March 2020 - Present**  
**Reston, VA**

Performed financial reporting and administrative tasks to expedite the closing of home financing transactions.

Key Accomplishments:

- Managed monthly and weekly financial reporting and data reconciliation of a 12,000+ loans portfolio.
- Co-developed weekly report and processes to track loan population enrolled in the Covid-19 forbearance program.
- Streamlined business processes for timely and efficient reporting.

**Construction Loan Assistant**  
**George Mason Mortgage**

**November 2016 - June 2019**  
**Fairfax, VA**

Managed escrowed funds of a large portfolio of Construction and 203k Renovation loans.

**Key Accomplishments:**

- Co-developed and revamped the company wide 203k escrow account management system improving productivity and record keeping.
- Assured compliance with the U.S. Department of Housing and Urban Development's regulations in the disbursement of renovations funds for hundreds of properties.
- Liaised between clients, contractors and state approved inspectors to ensure timely completion of construction projects accomplishing a 95% success rate.

**Business Development Representative**  
**Cloudistics**

**June 2016 - November 2016**  
**Reston, VA**

Used prospecting strategies to identify potential new clients and expand the company's customer base in a fast-paced startup environment.

**Key Accomplishments:**

- Performed 150+ outgoing cold calls a day to potential clients for continuing or new business in the United States, Canada and Europe.
- Met and exceeded the quota of scheduling meetings with potential clients in need of in-house Cloud Servers.

**Server / Bartender**  
**Trattoria Villagio**

**June 2014- June 2020**  
**Clifton, VA**

Served customers from all areas of the world in a high-paced, high-energy family dining restaurant.

**Key Accomplishments:**

- Coordinated with front of house and back of house to ensure coordinated food and drink deliveries to accurate tables in a timely manner.
- Trained new servers and helped management develop training guides and onboarding procedures.

**EDUCATION**

**Certificate, Full Stack Web Development** – George Washington University      Arlington, VA

**Bachelor of Science, Finance** – George Mason University      Fairfax, VA

**Associate of Science, Business Administration** – NVCC      Annandale, VA

**OTHER SKILLS**

**Languages:** Spanish - Proficient, Japanese - Conversational

**Applications:** Adobe Illustrator - Intermediate