

Jing Hu

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WORKING EXPERIENCE

Jan. 2011-----Present Ecom Mortgage Inc. ***Credit Analyst / Funder***

- Go through credit package, analysis customer's credit and financial status
- Communicate with underwriter for loan conditions.
- Drawing loan documents by using Doc Magic System
- Issue Loan documents to Escrow
- Prepare estimate Hud1, Escrow Instruction, Amendment, etc. for in house escrow
- Run SSA report, refresh report, flood cert, Lexis report.
- Review signed closing package and issue funding conditions
- Communicate funding conditions with Escrow, loan officer and AE
- Sign off funding conditions in the system
- Set up funding with different warehouse bank
- Calculate and prepare funding figures
- Send wire request and observe funding status on the funding day
- Ship Note and register MIN
- Scan and upload closing and credit pkg on investor's website.
- Upload Purchase Advice

March 2010-----October, 2010 Summit Mortgage Bankers, Inc.(Direct lender). ***Loan Processor.***

- Follow up with Escrow for Prelim Title Report, Escrow Instruction, Pre-hud1, CPL, etc.
- Analysis documents and loan details based on the income documents and asset documents
- Fill in Encompass, order credit report, IRS transcript and appraisal report;
- run DO/LP and go through the credit package
- Communicate with loan officer for documents that needed
- Communicate with underwriter for loan status and conditions. Verify employment information.
- Observe rate sheet, communicate with rate lock department and order rate lock confirmation.
- Go over details of the loan package to make sure loan doc department can issue loan doc smoothly;
- Follow up purchase conditions, final Hud1.

August 2009---Dec.2009 City of Kansas City, Missouri KCBizcare Department ***Internship***

- Making department manual and department reference chart
- Assistance for businesses in understanding and navigating the City's regulatory licensing, permitting and approval processes.
- Monitoring the status of our customer's progress through follow-up calls and monitoring application submittals to departments and agencies

PROFESSIONAL EDUCATION

Pittsburg State University

Master Degree
Master of Business Administration (**MBA**)

Emphasis: **International Business**

MBA Association member
Chinese Culture Club tutor,
Pittsburg Community Middle School Assisting Tutor
Nursing House visiting volunteer
International Student Association member

COMPUTER SKILLS

- E-compass Software ,
- DocMagic draw doc system
- Familiar with DO/LP
- Familiar with WLS warehouse system
- Master of Microsoft Office Suite, such as word, excel, PowerPoint
- Word processing in English and Chinese
- Computer performance

BRIEF INTRODUCTION

I am quite active and detail-oriented. I approach things enthusiastically and I don't like leaving things half-done. With a creative and detail-oriented personality, I like challenges and I am able to maintain performance under pressure. I think I am a good companion since I can get along well with others to have things done efficiently. These qualities guarantee that I am willing and capable of facing up any challenge ahead of me. I am bilingual in Mandarin and English. I can be re-located but need **H1B sponsorship**. Thank you for your attention and consideration.