

SHENA M. SERVICE
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www.akesimortgageprocessing.com

OBJECTIVE

A challenging position providing career growth and stability in an environment where my skills can be utilized.

EDUCATION

BROOKLYN COLLEGE, Brooklyn, NY

Major: English

September 1992 - June 1997

Bachelor of Arts in English Literature

MURRY BERGTRAUM HIGH SCHOOL for Business Careers, New York, NY

Major: Accounting

September 1988 - June 1992

High School Diploma

WORK EXPERIENCE

AKESI MORTGAGE PROCESSING – Emporia, VA

Self-Employed – Mortgage Processing

January 2008 - Present

BANK OF AMERICA, N.A., Wholesale Mortgage Division, Richmond, VA

Position: Wholesale Senior Mortgage Underwriter/Assistant Manager

July 2006 – December 2007

Position: Wholesale Mortgage Underwriter

August 2002 – July 2006

Position: Home Service Specialist/Junior Underwriter

August 2001 – August 2002

Position: Closer, Scheduler, Docs Analyst

November 2000 - August 2001

- Manage Resubmission Queue
- Manage 6 Resubmission Queue Underwriters
- Consolidate Operation Reports
- Underwrite Wholesale Mortgage Loans – lending authority in excess of \$1.5 million
- Conforming/Nonconforming Loan Amounts, Manual, DU/LP, Neighborhood Advantage/Champions, Community Commitment, 100% LTV, 80/20, Non Traditional Credit, Stated Income, No Ratio, Many Option Arm, Rapid, Second Mortgages, HELOCs, Equity Maximizer Products, LMI loans

- Give final loan approval based on income and credit.
- Knowledge of Credit Policy and Product Guidelines.
- Coordinator and Management of the Resubmission Queue
- Paperless Project Coordinator/Project Teams for the Paperless Environment
- Provided support to Underwriting Management (assigning loans daily, review reports, worked closely with Account Executives and Mortgage Brokers, make management decisions)
- Train new staff and contract underwriters.
- Conducted HMDA Decline/Withdrawal, Fraud and USA Patriot Act training classes for Underwriters and Home Service Specialists. Conduct Training classes for US Patriot Act and Fraud.

BROOKLYN COLLEGE LIBRARY, Brooklyn, NY

Position: CUNY Office Assistant-Circulation Desk

September 1997 - October 1999

Position: College Assistant/Student Aide/Work-Study-Circulation Desk

September 1992 - September 1997

- Supervise immediate staff (c. 50 College Assistants, Student Aides, & College Work Study students)
- Updating patron checkout accounts on fines owed and blocks, due to late returns or lost library books via Notis.
- Responsible for the completion of special projects.
- Updating and revising daily reports using Microsoft Excel.
- Making signs for the library using Microsoft Word, Windows 95, and graphics software.
- Close out cash register at the end of my closing days.
- Prepare library for opening and close and prepare for the next business day.
- Coordinate E-mail renewal system.
- Retrieve, renew, and respond to E-mail renewals via Microsoft Exchange.
- Payroll using Microsoft Excel.
- Assist with Virtual Core Program for High School students taking college classes via the Internet.
- Knowledge of HTML codes.

REFERENCES FURNISHED UPON REQUEST