

Valerie Lopez

Miami, FL
305-780-2787
Valeriemiami17@yahoo.com

Skills: Experience in Finance, Mortgage and Management. Strong work ethic with excellent customer service. Well organized, detail oriented. Ability to multitask with little or no supervision and work well under pressure to meet deadlines
Proficient in Data Entry, MS Office Suite, Outlook, Bilingual English/Spanish

Experience

A&S Capital, LLC
Mortgage Loan Analyst

Aventura, Florida
July 2023 to December 2023

Reviewed and authorized corrections to loan records.
Compiled, verified and typed information for mortgage loans.
Recorded data of post closing process and work with warehouse lenders to provide required post closing documentation for loan files.
Executed assignments of mortgage draft and preceded with the requirements in accordance with county recorder's office.

Nationwide Lending Direct, LLC
Mortgage Loan Coordinator

Hollywood, Florida
January 2022 to May 2023

Reviewed residential loan application files to verify that application data was complete and met establishment standards, including type and amount of mortgage, borrower assets, liabilities and length of employment.
Called and wrote credit bureau and employer to verify accuracy of information.
Called specified companies to obtain property abstract, survey and appraisal.
Submitted mortgage loan application files for underwriting approval.

Omega Learning Center
Education Coordinator - Manager

Doral, Florida
January 2018 to April

2020 Analyzed financial activities and provided input into budget planning and preparation processes.
Participated in the work of subordinates in order to facilitate productivity and to overcome difficult aspects of work.
Coordinated established courses with technical and professional courses,
Analyzed training needs to develop new training programs, modified and improved existing programs.
Supervised 6 employees, scheduled work hours, resolved conflicts, determined salaries, bookkeeping, preparation of payrolls, and flow of correspondence.
Planned office layouts and initiated cost reduction programs.

Miami Dade State Attorney's Office
Legal Intern

Miami, Florida

August 2017 to December 2017

Prepared legal documents, including briefs, pleadings, appeals.

Reviewed and filed pleadings petitions and other documents relevant to court actions.

Researched and analyzed law sources to prepare drafts of briefs and arguments for review, approval, and use by attorney.

Prepared legal briefs, developed strategies, arguments and testimony in preparation for presentation of case.

Researched and analyzed law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes.

Education

Florida International University

Miami, Florida

Bachelor's of Science in Criminal Justice and Corrections

2018

Florida International University

Miami, Florida

Law Juris Master in Banking Compliance Concentration

2021

Certified Professional in Anti-Money Laundering (FIBA - Florida International Bankers Association)

References: Available upon request