

XANTHIA GREEN

Miami, Florida, United States

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Languages: English & Spanish

PROFESSIONAL SUMMARY

Experienced business development professional with a strong background in financial management, public housing development, contracts and compliance. Proven expertise in managing large-scale projects, conducting trend analysis, and implementing strategies to improve performance. Adept at communication, problem-solving, social media management, training, staffing and leading diverse teams.

WORK EXPERIENCE

Owner | Xanthe LLC

Miami, FL

August 2018 - Present

- Lead business development initiatives, providing consulting and logistic services for various businesses.
- Expert in compliance, strategy, policy and program development
- Comprehensive knowledge of Pre- and post award phase of contracts
- Specialize in financial guidance, social media management, contract creation, and marketing strategy.
- Managed significant projects involving 3D printed homes, demonstrating strong communication and leadership skills by coordinating with investors, financial, and compliance teams.
- Assisted small businesses in securing over \$15 million in grants and loans.
- Conducted large-scale event planning, handling logistics, and planning for multiple events, festivals, and professional video shoots.
- Utilized advanced technical writing and communication skills to negotiate contracts and manage public relations.
- Create and enforce contracts
- Managing a team and Staffing and training for projects and events
- Developed and maintained a customer base.
- Managed logistics to ensure staff is trained and events run seamlessly
- Managing small business program activities for optimal efficiency and performance
- Leading strategic approaches to problem resolution

Mortgage Loan Originator | NP Inc

Boca Raton, FL

July 2021 - April 2024

- Assisted individuals in securing financing for real estate transactions, focusing on non-traditional lending as well as conventional and government loans
- Utilized social media and direct marketing to attract clients, including creating educational videos.
- Ensuring transactions and products are accessible to all peoples and genders by ensuring there is no discrimination or unfair treatment
- Research products and programs available to customers.
- Serve foreign nationals in meeting compliance standards to secure funding.
- Ensured compliance with government regulations, processed and reviewed personal tax returns.
- Coordinated with state agencies and local programs to secure down payment assistance for clients.
- Conducted community education on loan options and payment assistance programs.
- Managed my processing and underwriting team to ensure deadlines were met
- Project management
- Efficiently generated and maintained a customer base

Loan Specialist (GS-11 1165) | Small Business Administration

New Orleans, LA

September 2020 - May 2022

- Assisted the SBA Disaster Assistance team during COVID-19, analyzing business taxes and financial records.
- Mentoring and training staff in small business programs
- Processed applications and approved millions of dollars in EIDL funds.
- Worked remotely, adapting to legislative changes and verifying business information to identify fraudulent applications.
- Provided customer service and secured required documents for loan processing.
- Maintain a detailed pipeline to efficiently service customers
- Preparing and advising small and disadvantaged businesses program documents to approve for disaster assistance
- Assisting US citizens as well as foreign individuals and entities during the Global Covid 19 Humanitarian crisis to secure disaster assistance funds for businesses and nonprofit agencies operating in the US. Ensuring these individuals were in compliance with policies and processes to qualify.

Mortgage Loan Officer | American Bancshares/US Lending

Biscayne Park, FL

August 2018 - January 2020

- Reviewed financial documents to assess borrower's ability to repay.

- Ensured compliance with government standards and secured grants and down payment assistance.
- Independently marketed loan programs to generate a customer base.
- Processed files and credentials to ensure compliance.

Mortgage Loan Originator | CMG Financial

San Ramon, CA

August 2017 - July 2018

- Marketed my mortgage services to clients in person and via social media
- Helped hundreds of people secure financing for residential and commercial real estate
- Worked with government programs and agencies to complete transactions
- Worked with business and personal taxes
- Adhere to HUD FNMA VA and USDA compliance to originate many loans

Mortgage Loan Originator | Angel Oak Home

Miami, FL

February 2016 - July 2017

- Work predominantly with investors and self employed borrowers to secure financing for personal and investment properties
- Process business and individual taxes to verify ability to pay
- Work with third parties to complete transactions for multiple properties
- Worked with third party agencies to complete transactions

Mortgage Loan Originator | Network Capital

Miami, FL

February 2015 - December 2015

- Assisted hundred of clients in completing a Mortgage loan or refinancing via Conventional, FHA, VA, and USDA backed loans.

Commercial Real Estate Associate | CBRE

Miami, FL

June 2014 - July 2015

- Marketed and researched commercial real estate, focusing on hotels in South Florida and the Caribbean.
- Managed transactions and adhered to local policies.
- Created marketing books for hotel sale
- Maintained a database of industry contacts
- Research demographics and the city/ country where the hotel is located.
- Communicated with investors and government agencies to complete transactions in compliance with the local laws.

Front Office Manager | Miami Beach Resort and Spa

Miami, FL

May 2012 - September 2014

- Supervised a department of over 100 staff, ensuring operations were conducted appropriately.
- Managed budgeting, training, and staffing based on hotel occupancy forecasts.
- Devised a complex process to boost sales by giving employee incentives for room upgrades

Housekeeper and Trainer | Broadmoor Hotel

Colorado Springs, CO

April 2004-August 2009

- Create a supplement to training manual
- Train other Housekeeper to effectively and efficiently clean the rooms to Triple A and Mobile Standards
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EDUCATION

University of Miami

Coral Gables, FL, United States

Bachelor's Degree, May 2013

- Major: English and Sociology
 - Minor: Spanish
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REFERENCES

Kevin Edgerton

Employer: US ARMY (Retired Special Forces)

Phone: 719-246-0031

Email: 18afitness@gmail.com

Naomi Rosario

Employer: USAA (Account Manager)

Phone: 719-304-6757

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Thaddaeus Skeen

Employer: Legacy 5 Logistics (Owner)

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Bryan Stewart

Employer: South Comm

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