

Jo Anna Canzoneri McCormick

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Human Resources

Re: Resume

Dear Gentlemen:

I personally am interested in any and all position with your company.

(See attached AMERITRAIN MORTGAGE INSTITUTION certificate from mortgage loan originator)

Enclosed, please find a copy of my resume for your review.

Please contact me at (818) 331 8039 email

[JOANNACANZONERIMCCORMICK@OUTLOOK.COM](mailto:JOANNACANZONERIMCCORMICK@OUTLOOK.COM)

Thanks

Jo Anna Canzoneri McCormick

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## RESUME

### PROFESSIONAL BACKGROUND

2009 - PRESENT OCTAPHARMA, VAN NUYS, CA

DONOR (PART TIME)

2007-2008 INTERVIEWING SERVICES OF AMERICA (ISA) ,ALHAMBRA,CA

CONSULTING AND ADMINISTRATIVE ASSISTANT (PART TIME)

CONTACTING CLIENTS TO GET THERE OPINIONS ON NEW AND EXISTING  
PRODUCTS ON THE MARKET

2005 – 2006 ALLIANCE MORTGAGE CORPORATION, BROOKLYN, NEW YORK

LOAN OFFICER

.TELEMARKETED FOR CLIENTS THAT WERE INTERESTED IN A NEW MORTGAGE  
OR REFINANCE

. FILED OUT LOAN APPLICATIONS WITH CLIENTS

. COLLECTED FROM CLIENTS ALL NEEDED DOCUMENTATION

2001 – 2005 R.C.F. CAPITAL MORTGAGE CORPORATION , BROOKLYN, NEW  
YORK

LOAN PROCESSOR, TELEMARKETING AND LOAN OFFICER ON NEW MORTGAGE  
AND REFINANCE MORTGAGE LOANS

.PROCESSED NEW MORTGAGE AND REFINANCE LOANS ON RESIDENTIAL AND  
CONSTRUCTION FOR CONVENTIONAL, FHA, VA MORTGAGE LOANS

.PREPARED LOAN PROPOSAL AND NEGOTIATE LOAN PROGRAMS AND  
INTEREST RATES WITH APPLICANTS

FILING OUT LOAN APPLICATIONS FOR THE NEW MORTGAGE AND REFINANCE  
LOANS

COLLECTING AND REVIEWING THE CLIENTS DOCUMENTATION

.INTERFACING WITH ATTORNEYS, TITLE COMPANIES, INSURANCE  
COMPANJIES, CONTRACTORS, LENDERS AND CLIENTS

1998-2001 ACE HOME IMPROVEMENTS, BROOKLYN, NEW YORK

CONSULTANT SALES REPRESENTATIVE AND LOAN PROCESSOR

.PROCESSED LOAN APPLICATIONS FOR HOME IMPROVEMENTS ON  
RESIDENTIAL PROPERTY

.OPENED ORDERS, REVIEWED AND UPDATED CURRENT LOANS FILES

.OPENING ORDERS WITH TITLE COMPANIES, INSURANCE COMPANIES , CREDIT  
REPORTS AND APPRAISALS.

,REVIEWED LOAN DOCUMENTATION TO DETERMINE ADEQUACY OF  
BORROWER'S EMPLOYMENT, INCOME AND ASSETS

.ASSISTED AND INTERFACED WITH CLIENTS , LENDERS, BANKS AND  
ATTORNEYS WITH RESIDENTIAL LOANS FOR HOME IMPROVEMENTS

SET APPOINTMENTS FOR CONTRACTORS AND CLIENTS TO MET  
OTHER PROFESSIONAL BACKGROUND

1994-1995 PROGRESSIVE SAVINGS AND LOAN COMPANY,  
PASADENA,CALIFORNIA

LOAN PROCESSOR ON RESIDENTIAL AND CONSTRUCTION LOANS

1991-1993 COUNTRYWIDE FUNDING COMPANY, PASADENA,CALIFORNIA

LOAN PROCESSOR AND ASSISTED IN UNDERWRITING NEW MORTGAGE AND  
REFINANCE LOANS

1984-1991 FIRST INTERSTATE MORTGAGE COMPANY, PASADENA , CALIFORNIA  
FORECLOSURE ADMINISTRATOR, SECTION WORK LEADER, SENIOR  
TRUSTEE'S SALES OFFICER, AND REO REPRESENTATIVE (REO)

1983-1984 WORLD TITLE INSURANCE COMPANY, LOS ANGELES , CALIFORNIA  
TITLE OFFICER- FIRST, SECOND TRUST DEEDS AND TRUSTEE SALE  
GUARANTEES

1980-1983 TICOR TITLE INSURANCE COMPANY, LOS ANGELES , CALIFORNIA  
TITLE OFFICER – TRUSTEE’S SALE GUARANTEES

1976-1980 INVESTORS MORTGAGE COMPANY, LOS ANGELES , CALIFORNIA  
LOAN PROCESSOR AND FORECLOSURE ADMINISTRATOR ON HOME  
IMPROVEMENT LOANS ALONG WITH LEASING COMPANY (PART TIME)

#### EDUCATION

NEW YORK PARALEGAL SCHOOL, MANHATTAN, NEW YORK

2004- 2006 CERTIFICATE AS PARALEGAL (HARVARD EDUCATION  
NON-CERTIFIED)

PASADENA CITY COLLEGE, PASADENA, CALIFORNIA

1996-1998 BUSINESS ADMINISTRATION, LAW AND REAL ESTATE

ALHAMBRA ADULT SCHOOL ALHAMBRA CALIFORNIA

09/19/1989 – 01/23/1990 CERTIFICATE FOR REAL ESTATE PRINCIPALES

AMERICAN SCHOOL OF MORTGAGE BANKING, IRVINE, CALIFORNIA

1992 CERTIFICATE FOR LOAN PROCESSOR AND LOAN OFFICER

TICOR TITLE INSURANCE COMPANY, LOS ANGELES CALIFORNIA

INTERMEDIATE AND ADVANCED TITLE OFFICER TRAINING CLASSES FOR

TRUSTEE’S SALE GUARANTEES, HOMEOWERS, LENDERS POLICYS FOR  
INSURANCE

SECOND MORTGAGES, HOMEOWNER AND LENDERS INSURANCE POLICY

1991 COUNTRYWIDE FUNDING DESIGN AND PROGRAM FOR THE MORTGAGE  
LOAN APPLICATION ON THE COMPUTER (WEBSITE) WITH THE COMPUTER  
PROGRAMER

1989 FIRST INTERSTATE MORTGAGE COMPANY DESIGNED PROGRAM FOR UNITED STATES OF AMERICA EACH STATE FOR A COMPLETE FORECLOSURE TRACKING SYSTEM FOR JUDICIAL AND NON JUDICIAL FORECLOSURE PROGRAM AND SYSTEM ON THE COMPUTER (WEBSITE) WITH THE COMUTER PROGRAMMER

#### MEMBERSHIP

AMERICAN TRUSTEE ASSOCIATION, LOS ANGELES , CALIFORNIA

1984-1992 TRUSTEE MEMBER

#### SPECIAL SKILLS

IN-DEPT KNOWLEDGE OF CONSTRUCTION/RESIDENTIAL/COMMERCIAL LOANS

FULL AND PARTIAL RECONVEYANCES – MAJOR PROJECT MANAGEMENT4

BACKGROUND IN COLLECTIONS , INSURANCE , CUSTOMER SERIVCE AND 1099

COMMUNICATING WITH ALL LEVELS OF CORPORATE PERSONNEL .. TRAINING

STAFF .. EXTENSIVE PROBLEM SOLVING .. ACCEPTING ADDITIONAL

RESPONSIBILITIES/CHALLENGES .. ADAPTING TO NEW SYSTEMS AND

PROCEDURES ..

REFERENCES: AVAILABLE UPON REQUEST