**Amber M Doyle**

Canton, MI

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*Logical ⬥* *Systematic ⬥* *Analytical*

Recent graduate Underwriter with experience in Microsoft Office suite, auditing, and analyzing data.

*Fast Learner ⬥* *Effective Communicator ⬥* *Problem solver*

**EDUCATION/TRAINING**

EASTERN MICHIGAN UNIVERSITY BBA in Finance, minor in Economics, December 2019

WASHTENAW COMMUNITY COLLEGE Associate’s in Business, August 2017

**PROFESSIONAL EXPERIENCE**

EVOLVE MORTGAGE SERVICES

**Underwriter** 02/2022 to 04/2022

* Underwriting jumbo/non-QM loans with high accuracy
* Reviewing closed correspondent loans for deficiencies
* Writing clear conditions to communicate with correspondent lenders
* Reviewing and decisioning loans with and without AUS support

**Underwriting Production Assistant**  03/2021 to 02/2022

* Responding to client and correspondent escalations and emails on mortgages in the underwriting process
* Correcting, adding, clearing, waiving, and removing conditions on mortgage loans
* Auditing and reporting on errors and omissions in underwrites
* Underwriting initial jumbo/non-agency loans
* Clarifying and providing feedback to underwriting and underwriting support team
* Developing processes to streamline team collaboration

**Component Financial Analyst**  10/2020 to 03/2021

* Completing initial underwrite of conventional mortgage loans
* Auditing closed loans for deficiencies
* Responding to client and correspondent escalations on mortgages in the underwriting process
* Collaborating with teams cross-functionally to detect errors in underwriting process

LOCATION SERVICES

**Senior Audit Specialist**  07/2020 to 10/2020

* Analyzing and visualizing data with Power BI, specifically to find invoicing errors
* Auditing functions including: creating reports, processing spreadsheets, quality control testing
* Internal financial reporting auditing through the review of financial data working with finance department
* Creating processes to correct invoicing issues
* Mentoring and teaching coworkers to better use Microsoft products and company platforms

**Compliance Audit Specialist**  12/2019 to 07/2020

* Analyzing and visualizing data with Power BI
* Auditing functions including: creating reports, processing spreadsheets, quality control testing
* Internal financial reporting auditing through the review of financial data working with finance department
* Assessing compliance with regulations and policy for all departments
* Performing quality control functions on internal controls and escalating non-compliance issues

CHASE BANK

**Associate Banker** 09/2019 to 12/2019

* Engaging and assisting customers
* Educating customers on banking technologies to enhance their banking experience
* Collaborating proactively with team members to help customers
* Building relationships with customers by connecting them with appropriate team members
* Ensuring financial transactions were completed accurately and efficiently

ZINGERMAN’S BAKEHOUSE

**Service Specialist** 07/2018-01/2019

* Entering data with consistently minimal errors
* Assessing needs to keep business when errors occurred
* Receiving wholesale orders via phone and email
* Developing processes to track sales and performance
* Writing emails to customers to encourage further orders