

Magdalena C. Chaudoir
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OBJECTIVE

Seeking a challenging and rewarding career opportunity where I can contribute my skills, education and experience as a bilingual (English/Spanish) employee where my strong interpersonal, organizational and communication skills will be a valuable asset to the success of the company.

SKILLS

- Excellent customer relation skills to include problem solving and administration. Ability to develop project proposals, schedules and action plans
- General office skills, Microsoft Office, QuickBooks
- Ability to perform basic accounting and payroll procedures.
- Strong knowledge of personnel development including teaching and training others
15+ years of experience in financial services with working knowledge of the Real Estate and Mortgage lending industry, including credit analysis, financing options, document verification, and closing procedures.

CHARACTERISTICS

Highly motivated self-starter willing to accept additional responsibilities and quickly excel in challenging environments. Excellent interpersonal skills, adaptable, self-managed, creative, challenge-motivated and results oriented. Cultural adept and ethical. Problem identifier and solver.

EXPERIENCE

MAGNUM OIL TOOLS, International Corpus Christi, TX 09/2017 to Present
Accounting Intern

OCWEN LOAN SERVICING Houston, TX 03/2012 to 07/31/2015

- Home Retention Department Relationship Manager
- Resolution of customer inquiries.
- Timely follow up to all workflows, calls (inbound and outbound), and management of portfolio.
- Formulate resolution plans through the use of forbearance agreements, loan reinstatement, and loan modification, deed in lieu, pre-approved sale, and total debt payoff.
- Work with co-workers to assist in achieving team and department goals. Met or exceeded Home Retention Department standards.

GMEC Financial Group, LLC Houston, TX 09/2004 to 12/2011
Owner/ Investor

- Bought and sold properties for investment purposes
- Remodeled properties for potential buyers

Realty Associates Houston, TX 01/2005 11/2006
Realtor

- Help customers meet their needs when buying or selling a home
- Prepare Market Analysis for potential buyers and sellers

- Act as an intermediary between buyer and seller transactions

Lege' Mortgage Houston, TX 10/2003 to 01/2005
Mortgage Broker

- Take loan applications and review credit reports for pre-qualifications
- Act as the primary communication contact between customers, investors, banks and Title Co.
- Follow up documentation requested, preparing Good Faith Estimates, work with the clients and help them all the way until Loan closes

WELL'S FARGO BANK Houston, TX 10/2002 to 10/2003
Loan Officer

- Contact Potential customers
- Assist customers with loan applications
- Give Sales Presentations

FINAMERICA Financial Group Houston, TX 08/2001 to 10/2002
Administrative Assistant/ Financial Advisor

- Contact Potential customers
- Give sales presentations
- Educate and advise customers on their financial options
- depending on their financial needs and goals.

GOODMAN Manufacturing Co. Houston, TX 06/ 1998 to 08/2001
Technical/Customer Service Rep—Air Conditioning

- Assist Field technicians with equipment problems
- Advise customers of warranty procedures
- Resolve customer complaints
- Handle customer questions on the phone and via email

Mayfield Interest, Inc. Houston, TX 02/1989 to 06/1998
General Office Assistant

- Creation and maintenance of filing system
- Light accounting and bookkeeping
- Performed General office duties

EDUCATION

DEL MAR COLLEGE Accounting Corpus Christi, TX 01/2017- to Present

HOUSTON COMMUNITY COLLEGE Houston, TX 01/2007-5/2009
Technical Drafting Engineering

Champions Real Estate School Houston, TX 10/ 2004
Mortgage Broker and Real Estate License
Including a Commercial designation

Texas Department of Insurance Houston, TX 01/2002
General Lines and health License

Texas A& M University System Houston, TX 03/ 1998
Successfully completed a program in Heating,
Ventilation and Air Conditioning

Centro de Negocios Educativos (CND) Guadalajara, Mex 05/1992-05/1994

Computech Vocational Schools, Inc Houston, TX 06/1991
General Office Procedures

Stephen F. Austin High School Houston, TX 06/1988
Diploma (Honor Student, top 5%)

REFERENCES

Available upon request