

# Renee Foreman

## **Mortgage Lending and Office Manager**

Bakersfield, CA 93306

[nila.r.foreman@gmail.com](mailto:nila.r.foreman@gmail.com)

+1 661 346 9300

Authorized to work in the US for any employer

## Work Experience

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### **Office Manager**

Kim Shropshire Real Estate Appraiser - Bakersfield, CA

June 2011 to Present

As the office manager for the real estate appraiser's office, my duties included:

- Managing appraiser's schedule and appointments
- Initiating and setting up appraisal files
- Answering phones and managing communications
- Assisting with on site inspections and photographs
- Coordinating with real estate agents, escrow officers, and property owners
- All data entry
- Managed accounts receivable and payable

### **Chief Mortgage Underwriter**

Westchester Funding - Bakersfield, CA

January 1997 to June 2011

- Underwrote mortgage loans
- Supervised loan processing department
- Quality control
- Audited all loan files prior to funding
- Supervised all loan processors including reviews, work schedules, and day-to-day operations
- Coordinated funding of mortgage loans

## Education

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### **High school diploma**

South High School - Bakersfield, CA

September 1972 to June 1976

## Skills

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- Underwriting
- Office Management
- Credit Analysis

- Human Resources
- Data entry
- Customer relationship management
- Management

## Links

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<https://www.linkedin.com/in/renee-foreman-a36858261/>

## Certifications and Licenses

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### **HUD Direct Endorsement Underwriter**

## Assessments

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### **Data entry: Attention to detail — Expert**

January 2023

Maintaining data integrity by detecting errors

Full results: [Expert](#)

### **Spreadsheets with Microsoft Excel — Expert**

January 2023

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Expert](#)

### **Office manager — Expert**

January 2023

Scheduling and budgeting

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.