JUTTA KOENIG ARENA

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Professional Summary

I have worked in the mortgage industry for well over 40 years in many capacities from a Mortgage Loan Officer Assistant, Loan Processor, & Mortgage Closing Administrator/Post Closer. Areas of expertise include Knowledge of the Closing Process from Approval through Post Closing. I have a strong knowledge of Government Insurer and Investor Guidelines, working well with Investor for timely funding of loans. Ability to work independently to complete Post Closing Process. Customer Service Focused individual.

Skills

-Mortgage Loan Officer Assistant works with a Loan Officer obtaining documents on their files so that they receive preapproval and are ready for Processing once a sales contract is received.

-Issued Mortgage Approval Letters.

-Assisted customers in gathering required conditions, obtaining homeowners insurance.

-Coordinating Closing with customers, and attorneys.

-Prepare Closing Documents and Closing Disclosure to meet TRID/RESPA/TILA, and insurer/investor guidelines. Review closed loans to comply with guidelines & to ensure package is complete.

-Previous Processing and Underwriting Experience including CHFA, USDA, FHA, VA and FNMA loans as delegated Underwriter.

-Knowledge of the Mortgage Electronic Registration System, registered, transferred, and administrator of other users.

-Reviewed FHA Loans to meet Lender Insurance Requirements. Insured FHA loans using FHA Connection.

-Insured VA loans in the VA WebLGY system.-Final Documents Administration- logging in of documents received and forwarding documents to appropriate investors.

-Working with Commercial Department to close LLC loans.

-Some recent knowledge loans in Georgia, Kentucky, North Carolina, Pennsylvania, Indiana as well as CT.

Work history:

Mortgage Loan Officer Assistant 9/25-Present, Security National Mortgage Company Glastonbury, CT

Mortgage Loan Closer/Post Closer Savings Bank of Danbury/Ives Bank, Waterbury and Danbury CT 11/2017-9/25

Mortgage Processor, Processing Supervisor, Underwriter Closing Administrator/Post Closer, 09/1985 to 10/2017-The McCue Mortgage Company – New Britain, CT

Additional Information

References are available by request.