

MASON WILSON

Funding Specialist

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🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Proficient in funding processes with a strong foundation in loan documentation and customer engagement. I bring two years of experience in financial services, ensuring accuracy and compliance in all transactions. Eager to leverage my analytical skills and attention to detail to drive successful funding outcomes.

WORK EXPERIENCE

Funding Specialist

Seaside Innovations

📅 Feb / 2024-Ongoing

📍 Santa Monica, CA

1. Conduct thorough research to identify potential funding sources and opportunities.
2. Advised customers on loan options and transaction processes, enhancing client understanding.
3. Calculated and corrected errors on interest, principal, and closing costs using advanced software.
4. Compiled and organized documents for loan closings, ensuring compliance with legal standards.
5. Prepared loan applications and closing documents with a focus on accuracy and timeliness.
6. Recorded loan applications and disbursement details efficiently using digital platforms.
7. Communicated acceptance or rejection of applications to customers, providing clear explanations.

Funding Specialist

Crescent Moon Design

📅 Feb / 2023-Feb / 2024

📍 Portland, OR

1. Reviewed HUD Settlement Statements for compliance with closing instructions before fund disbursement.
2. Collaborated with closing agents to address conditions required for funding wholesale loans.
3. Balanced general ledger tickets to ensure accurate financial reporting.
4. Assisted in implementing online wire transfers, streamlining funding processes.
5. Investigated and resolved funding-related inquiries promptly to enhance operational efficiency.
6. Conducted thorough audits of closing documents to ensure adherence to company guidelines.

EDUCATION

Bachelor of Science in Finance

State University

📅 Feb / 2022-Feb / 2023

📍 Denver, CO

Focused on financial analysis, investment strategies, and risk management.

SKILLS

Bilingual In Spanish And English



Grant Writing



Budget Management



Financial Analysis



ACHIEVEMENTS

- 🌟 Streamlined loan application review process, reducing approval times by 20%.
- 🌟 Achieved a 95% accuracy rate in loan documentation compliance audits.
- 🌟 Successfully resolved funding discrepancies, resulting in a 30% decrease in funding delays.