**[Real Estate Business Development](https://www.postjobfree.com/resume/adzjow/real-estate-business-orlando-fl)**

**Location:**Orlando, FL

**Posted:**September 07, 2023

**Contact Info:**

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**Resume:**

Contact

407-409-9319 (Mobile)

juanvasquez0731@gmail.com

www.linkedin.com/in/juan-

vasquez-0731 (LinkedIn)

Top Skills

Organization Skills

Mortgage Lending

Mortgage Underwriting

Languages

Spanish (Native or Bilingual)

Certifications

NMLS

Juan Vasquez

Bilingual Loan Officer - loans all around US

Orlando, Florida, United States

Summary

Experienced Salesperson with a demonstrated history of working in the leisure, travel & tourism industry. Skilled in Microsoft Word, Team Building, Spanish, Teamwork, and Microsoft Excel. Strong sales professional with a Bachelor of Science (BS) focused in Finance, General from University of Central Florida.

Experience

Legacy Mutual Mortgage

Bilingual Loan Officer

May 2023 - Present (5 months)

Lakeland, Florida, United States

American Liberty Mortgage, Inc.

Loan Officer

June 2021 - May 2023 (2 years)

Winter Haven, Florida, United States

Reviews residential loan application files to verify that application data is complete and meets establishment standards, including type and amount of mortgage, borrower income, assets, liabilities, and length of employment. Guarantee on-time closing by completing all required pre-closing steps, preparing a file closer to required performance standards. Proactive communication of loan status to the borrower and all business partners (Loan Originator, Underwriter). Submit loans to underwriting for conditional review and full approval upon receipt of the appraisal once all DU conditions have been met and validated. Ensure the integrity of all data and process inputs. Order necessary documents and follow up with vendors/third parties to obtain them promptly. Reviews all documents retrieved against those requested, analyze for accuracy and/or errors. Confirms mortgage loan application information by mailing verification forms, and contacting verification sources. Validate loans in automated underwriting systems, including DU or LP, and submit to Underwriting in the required time frames. Submits mortgage loan application files for underwriting approval. Fills required loan conditions. Page 1 of 4

Henriquez & Vasquez LLC

Co-Founder

July 2018 - January 2023 (4 years 7 months)

Orlando, Florida Area

Activity and resource planning.

Organizing and motivating a project team.

Controlling time management and project timeline.

Cost estimating and developing the budget.

Ensuring investor satisfaction.

Analyzing and managing project risk.

Monitoring progress.

Manage budget.

Enterprise Rent-A-Car

Management Trainee Program

September 2019 - May 2021 (1 year 9 months)

Orlando, Florida Area

Analyze and audit rental agreements based on terms and conditions. Utilize spreadsheets to track sales figures, branch growth, and income per car. Manage a high-volume of the corporate, dealership, and retail accounts. Manage account receivables and negotiate payment plans. Generate clientele through marketing and service calls. Monitored quality assurance procedures. Assisted in managing business operations.

Avis Budget Group

Sales Representative

August 2017 - June 2019 (1 year 11 months)

Orlando, Florida Area

Qualify customers and execute rental agreements. Maintain knowledge of current fleet vehicles. Coordinate fleet logistics. Assist in the development of weekly sales reports by use of Microsoft Excel. Exceed sales targets as defined by management. Assist customers with questions and concerns. Enter customer information and PII into secured database. Maintain current and accurate customer account data. Strengthen account relationships to exceed company targets.

3VD Constructions LLC

Contract Specialist

June 2014 - September 2018 (4 years 4 months)

Orlando, Florida, United States

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Design and develop commercial, multi-family, and roofing projects. Assist in oversight of business operations. Implement business development strategies. Verify aspects of commercial contracts. Produce sales volume reports. Negotiate and examine contractual agreements between the organization and suppliers.

Target

Senior Team Lead

May 2016 - July 2017 (1 year 3 months)

Jacksonville, Florida Area

• Drive sales by overseeing sales floor operations throughout the entire store.

• Manage the guest service and merchandising of two to three departments with sales ranging from $2-$9 million.

• Recruit, develop, and provide training, feedback, and follow up on merchandising skills for sales floor team members.

• Act as the leader on duty on a rotating basis, by responding to guest and team member concerns, opening and closing the store and ensuring all Target property and personnel are secure.

• Overseas Logistics (Backroom) following up with Pulls (Online orders) at 1:00 and 3:00 PM and control Price Change Team (Pulls, Labels, and Clearance) as prices change daily.

Springleaf Financial Services

Personal Loan Specialist Intern

February 2016 - May 2016 (4 months)

Orlando, Florida

Recommend loan approvals and denials based on customer loan application reviews. Originate, review, process, close, and administer customer loan proposals. Submit loan applications to credit underwriter. Review and edit loan agreements to ensure accuracy. Comply with regulatory requirements. Consult with customers about financial needs and offer loan solutions. University of Central Florida

Event Planner (Cornestone Class)

August 2014 - December 2014 (5 months)

Alafaya, Florida

• Adopting a mission to create and sustain social value

• Relentlessly pursuing opportunities to serve their mission

• Continuously innovating, adapting and learning

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• Acting boldly without being limited by resources currently in hand

• Exhibiting a heightened sense of accountability to the constituencies served and for the outcomes created.

Selective Realty

Real Estate Intern

January 2014 - May 2014 (5 months)

Alafaya, Florida

• Consisted of making marketing presentations and planning recruiting events.

• Experience in Real Estate, sales, and marketing.

• Online marketing posting, video editing, advertising, event planning, and search set up and taking inbound phone messages.

BeavEx, Inc.

Warehouse Associate

February 2013 - August 2013 (7 months)

Orlando, Florida

• Verified authenticity of checks for insurance purposes.

• Reported daily specifics from work progress and workflow status.

• Followed procedures to process and load the checks into the system. Jacobo & Associates, Inc.

Tax Preparer Volunteer Intern

January 2009 - March 2009 (3 months)

Miami Area

• Filled Immigration paperwork.

• Prepared Income Statements and Taxes.

Education

University of Central Florida

Bachelor of Science (BS), Finance, General · (2014 - 2018) Page 4 of 4