

Suzy Tuano  
BS in Foreign Service

Mie Money Mortgage  
**Office Administrator**  
September, 2006

- Responsible for the supervision of all aspects of Mie Money Mortgage , Loan Servicing function
- Management of all owner loans, monthly closing, assistance with the administration of the OW portfolio and new project administration related to loan servicing
- Responsible for assisting all members of the Loan Servicing staff with questions concerning processes and procedures.

Summary of Responsibilities:

- Originate mortgage loans for new home sales and resales
- Actively participate in the loan origination in the area
- Manage mortgage originations
- Responsible for the overall success and growth for assigned sales territory
- Work with existing sales staff and update progress daily
- Manage mortgage loan pipeline
- Meet monthly originations and closing goals set forth by Mie Money Mortgage
- Develop rapport with customers to ensure highest possible customer satisfaction rating