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| **Hee Young Cho**cho.hailey @gmail.com

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| **CONTACT INFORMATION** |
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| Hee Young Cho |  |
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| **PERSONAL INFORMATION** |
|  | Date of Birth: 09/14/1969Place of Birth: Seoul, South KoreaCitizenship: United StatesSex: Female |
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| **EMPLOYMENT HISTORY** |
|  | **Escrow Officer**America Realty & Investment Co., Inc. Los Angeles, CA 2006 |
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| **Escrow Officer**Hanmi Escrow Co., Inc. Los Angeles, CA 2002-2005*JOB DUTIES AND RESPONSIBILITIES*: \* Open escrow and prepare escrow instructions/amendments. \* Oder/review title reports and supplemental documents. \* Oder demand letters to beneficiary. \* Estimate closing statement for lender. \* Prepare/review recording documents including Grand Deed, Deed of Trust, Quit Claim, Power of Attorney and Subordination Agreement. \* Finalize RESPA/Closing Statement. \* Work and solve problems with title company and financial institutions. |
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| **Loan Officer**Hanmi Bank Los Angeles, CA 1999-2002*JOB DUTIES AND RESPONSIBILITIES*: \* Work on credit application and review credit report. \* Originate and underwrite credit memo. \* Collect required information from all parties. \* Review loan documents for funding. **Note Clerk**Wilshire State Bank Los Angeles, CA 1998-1999*JOB DUTIES AND RESPONSIBILITIES*: \* Prepare consumer loan documents. \* Input, update and maintain credit information. \* Review title and UCC reports. \* Follow up loan collateral information. \* Process loan payment. |
| **AWARDS** |
|  | * Employee of the Year, Hanmi Bank (2000)
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| **EDUCATION** |
|  | **University of California, Los Angeles** (1995-1998) B.A. Degree in East Asian Studies MajorConcentration: Japanese**Kun Kuk University** (1990-1992) South KoreaFinished Sophomore in Library Science Major, College of Letters and Science. |  |
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| **Seoul Women's High School** (1988)  South Korea |
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| **Languages** |
|  | * Korean – native language
* English – speak fluently and read/write with high proficiency
* Understanding of Japanese
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| **PROFESSIONAL QUALIFICATIONS** |
|  | * Former California Notary Public
* California Real Estate Agent Licensee (License ID No.01495123)
* Computer proficiency
 |
| **REFERENCES** |
|  | * References are available on request.
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