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| **Hee Young Cho**  cho.hailey @gmail.com   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **CONTACT INFORMATION** | | | | | | | | | |  | | |  | | | | | | | Hee Young Cho | | |  | | | | 21015 Victor Street, #14  Torrance, CA 90503  (310) 750-4016 (Home)  (818) 606-0688 (Cell)  cho.hailey@gmail.com | | | | | | |  | | | | | | | **PERSONAL INFORMATION** | | | | | | | | | |  | | | Date of Birth: 09/14/1969  Place of Birth: Seoul, South Korea  Citizenship: United States  Sex: Female | | | | | | |  | | |  | | | | **EMPLOYMENT HISTORY** | | | | | | | | | |  | | | **Escrow Officer**  America Realty & Investment Co., Inc. Los Angeles, CA 2006 | | | | | | |  | | |  | | | | **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 Major  Concentration: Japanese  **Kun Kuk University** (1990-1992)    South Korea  Finished Sophomore in Library Science Major, College of Letters and Science. |  |
|  |  |
| **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 | |
| **PROFESSIONAL QUALIFICATIONS** | | | |
|  | | * Former California Notary Public * California Real Estate Agent Licensee (License ID No.01495123) * Computer proficiency | |
| **REFERENCES** | | | |
|  | | * References are available on request. | |