

# Ha Truong

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## Experience

### OCTOBER 2017 – CURRENT

#### **Payment Processor**, Freedom Mortgage

- Process payments to vendors
- Reconcile processed checks
- Process check requests and update check register
- Work pending and exception items
- Scan and mail checks
- Prepare overnight packages

### JULY 2016 – OCTOBER 2017

#### **Collateral Specialist**, Freedom Mortgage

- Receive, sort, file and ship collateral
- Ensure the safekeeping of original loan documents in fire proof file cabinets
- Audit documents for original vs. copies
- Reviews documents for accuracy prior to the purchase of the loans
- Update Lakewood system with audit results and wire bank information
- Prepare collateral files for original notes received by labelling folders
- Print key documents from EDMS system
- Maintain records of all loans shipped

### AUGUST 2015 – JUNE 2016

#### **Payment Processor**, Navient

- Generate, process, and record debtor payments
- Build individual payment batches to assist with distribution and payment posting
- Reconcile and balance cash journals to bank deposits
- Organize daily and monthly back-up documentation for retention
- Maintain storage boxes and retrieve documents and files as needed
- Record and maintain offsite tracking logs

### MAY 2009 – AUGUST 2015

#### **Bookkeeper/Receptionist**, Chestnut Nails

- Provide clients with required information with customer walk-ins/phone calls
- Determine clients' needs for nail styling and suggest possible solutions
- Schedule appointments and take care of any cancellations or readjustments
- Take and record clients' contact information in the salon database
- Operate the cash register, take payments and issue change and receipts
- Organize and manage money
- Purchase supplies and equipment as authorized by management
- Monitor salon supply levels and reorder as necessary
- Record cash receipts and daily income

**APRIL 2012 – APRIL 2014**

**Department Runner,** Thomas Jefferson University

- Move and distribute confidential document information between all departments
- Responsible for preparing patient letters to be mailed
- Running business errands
- Office organization and administrative functions(file, copy, fax, data entry)
- Execution of special requests and related duties

## **Education**

**SEPTEMBER 2010 – JUNE 2011**

**Busniess Administration,** Rowan College at Gloucester County College

**SEPTEMBER 2006 – JUNE 2010**

**Diploma,** Timber Creek High School

## **Skills**

- Superior attention to detail
- Microsoft office(Excel, Powerpoint, Word)
- Able to operate under pressure
- Quick learner
- Adaptability
- Communication