

**Yashyra M. Gonzalez**

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**OBJECTIVE**

To obtain a position that will utilize my skills, abilities and experience to contribute to the company's success.

**EXPERIENCE**

**Fulfillment Processor, Bayview Asset Management**

Horsham, PA

04/2014 - 08/2018

Index and digitize certain loss mitigation correspondence into an electronic document repository as per the established taxonomy. Review document properties in-conjunction to the current loan status that will initiate corresponding loss mitigation reviews. Initiate and/or fulfill internal tasks related to the loss mitigation review, including but not limited to; credit orders, property valuation requests, escrow analysis, active foreclose holds, transcript orders, and arm audit requests. Responsible for maintaining a strong understanding of team specific loss mitigation workflows and training material for a continuously evolving process, and the proficiency to apply those rules as required. Ensure production and qualities of work requirements are met. Complete review of borrower financials and short sale or deed in lieu supporting documents and attach to the corresponding condition checklists. Provide all applicable parties with written notification of outstanding conditions and validate the completeness and accuracy of those conditions as received. Review all required reporting in accordance with files assigned to ensure internal and external expectations on timelines are met per investor's guidelines. Provide management with feedback of process gaps or areas of opportunity for process improvement and assist in training new departmental employees as needed. Other duties as assigned.

**Bank Teller, Wells Fargo**

Philadelphia, PA

09/2005 - 07/2012

Responsible for detail auditing of ATM, cash drawers and vault on a monthly basis  
Supervise the drive thru window with customer transactions  
Efficiently multitask switchboard, teller and service transactions  
Assist and resolve customer issues calmly and in a timely manner within policy guidelines  
Enhance customer's relationship through bi-weekly product & promotion calls

**EDUCATION**

**Stanford Brown**

Trevose, PA

Special education certificate of completion/diploma or in attendance

09/2003 - 05/2004

Reason for Leaving: Left out of the US

**Bensalem High School**

09/1998 - 06/2002

Bensalem, PA

High school graduate or equivalency certificate (GED)

**SKILLS**

- Proficient in Microsoft Office (Word, Excel).
- Possess a working knowledge to operate Microsoft Office
- Ability to manage working in a fast pace
- Ability to work as part of a team.
- Demonstrate effective business communication skills
- Ability to manage time accordingly and prioritize work
- Self-motivated, strong work ethic, verbal and written
- Ability to work a flexible schedule

**REFERENCES**

Name: **TANIA CURLES**  
Reference Type: Professional  
Job Title: Fulfillment Processing Manager  
Years Known: 1  
Day Phone: (954) 590-7642  
Email: Taniacurles@bayviewloanservicing.com

Name: **JUSTINE BARBERIO**  
Reference Type: Personal  
Job Title: Closer  
Years Known: 5  
Day Phone: (215) 823-4535  
Email: JustineBarberio@Bayviewloanservicing.com