

Denise Amador Oliveira



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OBJECTIVES

To obtain a dynamic and challenging position that will allow me to utilize my skills to the best of my ability and provide me with opportunities for professional growth and advancement. Possesses excellent judgment and works well under pressure.

EDUCATION

1993-Katherine Gibbs School of Business- A.A.S
2014-2019 Suffolk Community College- A.A.S.
2019-Present East Stroudsburg University-Bachelors in Early Childhood Education

EXPERIENCE

Falco Photography- Newborn, Children, Event photographer
Award Studio 10 – Newborn Photographer

Title Closer and Bank Closer
Real Estate Salesperson
Commissioned Notary in the State of New York and New Jersey

Executive Assistant- Responsibilities include scheduling, answering phones, Filing, Bookkeeping, coordinating closings, review and clearance of title reports, and heavy closing documents preparation including NY CEMA prep work, all loan funding's and resolve post-closing issues.

Prepare and edit documents relating to real property transfers, closing documents. Prepare HUD's and familiar with Doc Magic.

Familiar with ACRIS

Highly experience with Residential Purchases, Refinance, Co-ops, Condos, CEMA's, Reverse Mortgages, and Heloc's. Review documents with Borrowers.

Fluent in Portuguese and Spanish

