



CHRISTINE K. TAGGART

117 SW 58th Dr, Des Moines, IA 50312

515-778-7552

christine.taggart@hotmail.com

CAREER EXPERIENCE:

New American Funding LLC– Senior Loan Processor/Loan Officer Assistant – 4/1/2020 – 11/3/2022

- Take applications and input borrower information into Encompass LOS. Pull credit to assess what borrower qualifies for and then run DU/LP/GUS/VA Portal to attain approval. Consult with borrower to choose loan scenario/structure loan and discuss interest rate and set up appointment to disclose loan or via phone and gather needed documentation.
- Analyze documentation and review for any errors/inconsistencies and request additional documentation as needed. Order title work, appraisal, HOI/Transcripts/VOE's and other necessary items depending on loan program chosen. Lock interest rate via Optimal Blue and perform initial disclosures or re-disclose loan. Handle all change of circumstance requests from borrower and lender and Loan Officers. Handle clearing title issues and analyze appraisal for accuracy.
- Prepare file for closing and coordinate with all parties involved to schedule closing date and time. Emphasis throughout entire loan process to keep all parties involved with additional documentation needed and educating borrowers on timeline and roadblocks encountered to ensure a smooth closing.

Insurance Solutions of Iowa, Inc – 12/20/2018 – 01/30/2020– Office Manager/Insurance Agent

- Handle service issues regarding life and health policies for clients in a timely and efficient manner. Prepare policies for delivery to clients and help insureds in filing claims on their policies. Handle commission payments bi-monthly for the agency. Process policy applications for insureds and agents as well as proactively cross sell existing and current clients via a lead-based system and management of a CRM.
- **Also proactively sold during annual Medicare enrollment and grossed over \$60K in 9 weeks and over \$300K in annuities.**
- **Several years knowledge of selling both life/accident/health/ancillary products/property and casualty policies and fixed rate annuities.**
- **One year wholesale experience with Globe Life and GTL.**

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Marketplace Home Mortgage Inc – 08/15/2017 – 12/15/2018 – Senior Loan

Processor/Loan Officer Assistant

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Analyze documentation and review for any errors/inconsistencies and request additional documentation as needed. Order title work, appraisal, HOI/Transcripts/VOE's and other necessary items depending on loan program chosen. Lock interest rate via Optimal Blue and perform initial disclosures or re-disclose loan. Handle all change of circumstance requests from borrower and lender and Loan Officers. Handle clearing title issues and analyze appraisal for accuracy. Upload documents to Encompass and submit file to underwriting. Once file is underwritten, clear any conditions or lender overlays requested.

Prepare file for closing and coordinate with all parties involved to schedule closing date and time. Emphasis throughout entire loan process to keep all parties involved with additional documentation needed and educating borrowers on timeline and roadblocks encountered to ensure a smooth closing. Handle inquiries from borrowers, realtors, closing and title settlement agents as well as keeping everyone apprised of current loan status at each juncture of the loan process.

EDUCATION:

Associate Degree in Applied Science and Liberal Arts.

Hold active Life, Health, and Accident insurance licenses in the State of Iowa.

References Available Upon Request