

J.R. Molina

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EXPERIENCE

Sales Manager • Molina Media • 2006 - Present

- Generated and qualified new business leads through proactive outreach and relationship-building initiatives
 - Built and maintained strong customer relationships by providing responsive communication and personalized support
 - Collaborated closely with global teams to coordinate projects, share knowledge, and ensure seamless operations
 - Partnered with international business partners to strengthen relationships and support strategic initiatives
 - Resolved customer inquiries and issues promptly, ensuring high levels of customer satisfaction and retention
 - Created digital artwork and marketing assets to support branding, promotional campaigns, and business communications

REALTOR ® • REMAX • 2008 - Present

- Managed the leasing of single-family residential properties by marketing available homes, qualifying prospective tenants, conducting property tours, and coordinating lease agreements
 - Generated and qualified new business leads through networking, referrals, and proactive client outreach
 - Built and maintained strong relationships with clients by providing exceptional service and consistent communication
 - Collaborated closely with loan officers to coordinate financing, monitor loan progress, and facilitate successful transactions
 - Conducted professional property showings, highlighting key features and addressing client questions to support informed purchasing decisions
 - Worked closely with title company closers to ensure accurate documentation and smooth, on-time closings
 - Communicated loan requirements to clients, ensuring all necessary documentation and deadlines were met
 - Coordinated and relayed closing requirements between clients, lenders, and title companies to ensure efficient and compliant real estate transactions

Loan Officer • Star Mortgage • 2005 - 2008

- Generated and qualified new business leads through referrals, networking, and proactive client outreach
 - Built and maintained strong customer relationships by delivering personalized service and consistent communication throughout the lending process
 - Collaborated closely with real estate agents to coordinate transactions and ensure a seamless home-buying experience
 - Worked directly with underwriters to address loan conditions, resolve documentation issues, and facilitate timely approvals
 - Partnered with loan processors to prepare complete and accurate loan files for underwriting and closing
 - Coordinated with title company closers to ensure all closing requirements were met and transactions closed on schedule

- Communicated loan requirements and documentation needs to borrowers, providing guidance throughout the mortgage process
- Coordinated and relayed closing requirements between borrowers, real estate agents, lenders, and title companies.
- Assisted homebuyers in obtaining pre-approval and pre-qualification letters to support competitive purchase offers
- Leveraged in-depth mortgage product knowledge to recommend loan programs tailored to each customer's financial goals and qualifications
- Reviewed and prepared loan documentation to ensure complete, accurate files prior to submission for processing
- Verified borrower income, employment, and supporting financial documentation to ensure compliance with lending guidelines
- Verified property information, including occupancy, valuation, and required documentation, to support loan eligibility
- Reviewed and analyzed credit reports to assess borrower qualifications and identify potential lending concerns

SKILLS

- Fluent in Spanish
 - Software: Microsoft Office Suite - MS Excel Advanced
 - Adobe Creative Suite
 - Critical Thinking
 - Problem Solver
 - "Whatever it Takes" attitude

EDUCATION

University of Houston • Business Administration • 2000-2005