

STEPHANIE MARSELLOS

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PROFESSIONAL SUMMARY

I am a highly organized individual with 8 years of experience in Accounts Payable, State & Federal Withholdings, Retail Sales and Quarterly & Annual Reports. I am looking to tackle new responsibilities . Ambitious and reliable with excellent communications skills and ability to multitask.

QUALITIES/SKILLS

- Detail-oriented
- Self-disciplined
- Exceptional time management skills
- Ability to stay on task
- Reliable

WORK HISTORY

Mar 2012 - Mar 2020

Retail Customer Sales Associate

Village Interiors Carpet One -
Pagosa Springs, CO

- Bookkeeping duties including, but not limited to, paying of invoices, balancing check register, submitting Federal & State Withholdings and Retail Sales Tax
- Greet customers and help with product questions, selections, and purchases
- Develop and nurture lasting relationships with clients through dedicated assistance, issue resolution and personal concern for their needs and budgets
- Open and close store independently when needed and prepare nightly bank drop
- Worked with customers in person and via telephone regarding loan needs, financial histories, answer questions and inform them of the loan process
- Set up and completed loan submission packages
- Review of title commitments and resolved any issues therein
- Handled any conditions sent from underwriting departments
- Prepared closing documents
- Coordinated closing process with attorneys, title companies and government clerks

Sep 1980 - Dec 2011

Mortgage Loan

Processor/Closer/Mortgage

Loan Originator

Various - CO

- Reviewed and packaged signed closing documents for sale to the secondary market

EDUCATION

High School Diploma

Arapahoe High School | Littleton, CO

- All electives in business courses