

Davonya Eberhardt

“ Versatile, detail oriented professional that can succeed in any well structured/rewarding career.”

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EXPERIENCE

Josh5production LLC, Nationwide—CEO/Founder

July 2017 - PRESENT

Wide-ranging knowledge of film and video projects from inception to completion. Effective at organizing and coordinating shoots; experience using production equipment.

Conduct script analysis and contribute to script changes.

Ability to write and edit scenes, treatments, and scripts; competent in film and sound editing.

Carrington Mortgage Services, Alexandria, VS —Mortgage Coordinator/Closer

March 2016 - March 2022

Prepare loan packages to ensure correct loan settlement and complete loan documentation.

Schedule loan closing and issue loan funds.

Review mortgage loans to analyze outstanding items before closing.

Coordinate with real estate agents, banks, loan officers, etc to collect documents required for closing.

Closing loans via Encompass, Lakewood, & EDMS platforms.

Complete knowledge of all TRID regulation and laws per wet/dry states.

Triton Technologies , Remote — Sales/Customer Service Supervisor

January 2013 - January 2016

Handled approx 80-100 of inbound customer service and sales calls as an agent. Was quickly promoted to supervisor, where I handled coaching of agents, scheduling, and supervisory calls.

EDUCATION,

Oliver High School, Pittsburgh 98-02 “High School Diploma

Tidewater Community College, Norfolk, VA 08-10

SKILLS

Entrepreneurial Expertise,
Windows 98-11
OSX-Mountain-Monterey
Lakewood
EDMS
Encompass
Loan Coordinating/Closing
Sales,
Beautician,
Collaborative,
Excellent,
Leader/Communicator,
Customer Service Specialist
Video Producing Experience

