

# WALTER LEIVA

■ Reston, VA 20191 ■ (703) 623 2100 ■ leivawalt@gmail.com

- **WWW:** <https://www.linkedin.com/in/leivawalter/> ■ **WWW:** <https://wleivax.github.io/Portfolio-Resume/>
- **WWW:** <https://github.com/wleivax> ■

## PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## WORK HISTORY

### **SECONDARY MARKETING ANALYST** 02/2020 to 03/2023

**Guidance Residential**, Reston, VA

- Created and managed reporting system to aid COVID-19 forbearance population, helping reduce delinquency rates from 17% to 2.95%
- Prepared reports of findings by illustrating data graphically and translating complex findings into written text.
- Gathered data on competitors to analyze prices, sales and methods of marketing and distribution.
- Created and presented real-time reports on current market conditions to upper management.

### **CONSTRUCTION LOAN ASSISTANT / 203K DRAW SPECIALIST** 12/2016 to 08/2019

**George Mason Mortgage, LLC**, Fairfax, VA

- Assisted underwriting, account management, and draw disbursements of construction loans and 203k renovation loans
- Coordinated with underwriters, loan managers, contractors and borrowers to ensure the timely completion of renovations of properties
- Assessed loan compliance to meet mortgage lending laws and regulations

### **BUSINESS DEVELOPMENT REPRESENTATIVE** 06/2016 to 11/2016

**Cloudistics**, Reston, VA

- Expanded business through effective network development, identifying new, and prospective clients.
- Developed business pipeline using cold and warm techniques averaging over 100 calls per day.
- Used Salesforce to handle current portfolio and prospective leads.

### **SERVER/BARTENDER** 06/2014 to 06/2016

**Trattoria Villagio**, Clifton, VA

- Served food and beverages promptly with focused attention to customer needs.
- Cultivated warm relationships with customers while averaging 22% tip percentage per night.

## EDUCATION

Bachelor of Science : Finance  
**George Mason University** - Fairfax, VA

---

## CERTIFICATIONS

Full Stack Web Developer  
**George Washington University**

---

## SKILLS

- Salesforce
- Customer Service
- Web Development
- MS Office Suite
- Data Research and Analysis
- KPI Tracking
- Financial Analysis
- User Experience
- Accounts Payable and Accounts Receivable
- Prospecting and Cold Calling

---

## LANGUAGES

**English**

**Spanish**