

# Caitlin Lea

## Loan and Compliance Analyst

### Contact

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801-674-7483

### Education

High School Diploma  
Some College  
Lending Manager License

### Key Skills

Customer Service  
Management  
Multi-tasking  
Communication  
Problem-solving

### Objective

Advancing my knowledge of federal guidelines, laws, and regulations through file review, continued education and hands on experience.

### Experience

*April 2023 to Present*  
Loan and Compliance Analyst • Salt Lake County

*November 2014 to Present*  
Team Lead/Lending Manager/Recruiter/Loan Officer • Peoples Mortgage

*May 2008 to May 2011*  
Ad Valorem Appraiser • Weber County

Manages the loan servicing program for the Office of Regional Development's grant funded revolving loan funds. These revolving loan funds span multiple federal/state grant fund sources and support Housing and Community Development and Economic development in supporting their different Regional Development initiatives through residential and commercial issued loans. This position will be responsible for activities including program operations, monitoring, and oversight, and overseeing of the daily operations of the loan servicing program while assuring compliance with multiple different grant funded sources.

### Communication

Implemented new procedures and technologies that improved efficiency and streamlined operations.

### Leadership

Successfully managed a team of 16 loan officers, new and experienced, to complete loan files in a timely and satisfactory manner

### References

Available upon request.