Yeem Chij Vangsoua Thao

2625 Sylvan St, Little Canada, MN 55117 | (651) 724-0840 | yc.vangsouathao@hotmail.com
GitHub portfolio: https://ycthao.github.io | LinkedIn: https://www.linkedin.com/in/yeem-chij-thao

SKILLS

- Strong multitasking, organizing, and prioritizing skills
- Proficient with Microsoft Office (Word, Excel, Access, Outlook, Power point)
- Ability to work in group or individually with minimal supervision
- Strong analysis and problem solving skills

EDUCATION

Full-Stack Web Development Bootcamp, *via University of Minnesota*
Currently attending coding bootcamp
- Learned HTML, CSS, JavaScript, AJAX, API, Node.js, MySQL, MongoDB, Sexualize, Express, jQuery, GIT, NPM, Bootstrap

CENTURY COLLEGE, *WHITE BEAR LAKE, MN*
2018 to present
- Pursuing a Business Management Degree

EXPERIENCE

OPERATIONS PROCESSOR III, *WELLS FARGO DOCUMENT CUSTODY*
September 2017 to Present
- Identify Mortgage documents, such as Note, Mortgage, Title Policy and deposit all discrepancies in emBTRUST system
- Assists with training team members with our process

OPERATIONS PROCESSOR III, *WELLS FARGO DOCUMENT CUSTODY (THROUGH AREOTEK)*
January 2017 to September 2017
- Identified Mortgage documents, such as Note, Mortgage, Title Policy, for initial review
- Deposited all discrepancies in emBTRUST

COURIER DRIVER, *QUICKSILVER EXPRESS COURIER*
June 2016 to January 2017
- Provided great customer service of time sensitive materials
- Demonstrated ability to determine quickest and most efficient routes for multiple pickups and deliveries

TRANSCATION PROCESSOR, *XEROX COMMERCIAL SOLUTIONS LLC*
August 2012 to June 2016
- Responsible of on-site inventory of Microfilm, Microfiche, and Mortgage documents
- Prioritized multiple tasks such as logging documents, data entry, scanning Microfilm and Microfiche, and ensured deadlines are met on daily basis without supervision

TRANSCATION PROCESSOR, *LPS INC (THROUGH APPLEONE)*
October 2011 to August 2012
- Prepped and scanned Mortgage documents according to client specifications with high degree of accuracy and quality control
- Sorted and pulled specific Mortgage documents requested by client to be sent back