

## **Ashley Cavey**

Essex, MD 21221

443-504-2583

ashcavey@comcast.net

RE: Funeral Service Apprentice

My name is Ashley Cavey, and I am currently enrolled in the mortuary science program at the Community College of Baltimore County. While working toward my degree, I am looking for ways to put my newly gained knowledge and skills to use in an appropriate work environment while completing my apprenticeship and serving my community.

I am a fast learner who understands the value of time management and clear communication with people of varied backgrounds. I'm adept at working with teams or on my own to finish projects correctly and in a timely manner. I am a very adaptable person, and this allows me to work in many different environments.

I would greatly appreciate your review of my enclosed resume and outlined credentials. I believe that I can be a valuable addition to your funeral home and your business goals. At your convenience, I am available for an interview or further discussion. I look forward to your response.

Sincerely,

Ashley Cavey

## ASHLEY CAVEY

### EDUCATION

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2020 - Present **Community College of Baltimore County**  
Mortuary Science – AAS

### WORK EXPERIENCE

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11/2020 – Present **STAFFING CONSULTANT**  
Affiliated Physicians

- Schedule out-of-town nurses for flu vaccine, covid screening, and covid vaccine events
- Communicate with staffing agencies to make sure all events are staffed on time
- Handle last minute call-outs/shift switches of nurses
- Work alone or with a team to update schedules via spreadsheets or emails
- Help with invoicing when needed
- Handle hotline calls on weekends to answer questions for nurses out in the field

3/2019 – 5/2020 **SUBMISSION PROCESSOR**  
Mariner Finance, Mortgage Division

- Handled sensitive consumer information with discretion
- Assisted loan processors in gathering documentation
- Tracked and followed up on all orders placed for individual files
- Retrieved and updated documents to ensure accuracy and completeness
- Ensured all files were moved along in a timely fashion while maintaining standards of quality and following government regulation guidelines

2/2016 – 3/2019 **SUBMISSION PROCESSOR**  
Carrington Mortgage Services  
Circle of Excellence member, 2017

- Checked title work and deeds to ensure all borrower and property information was accurate before the loan is allowed to close
- Communicated with borrowers, agents, and other third parties via phone and conference calls
- Ensured all loans followed state guidelines specific to the property location
- Worked with borrowers, third parties, and loan officers to get all needed documentation
- Scheduled closings by working with notaries, title companies, borrowers, attorneys, and loan officers
- Gathered any and all documentation, most of which was of a highly sensitive nature, requested by underwriters in order to maintain high quality loans
- Followed all regulations at the federal and state levels for each loan
- Answered any and all borrower questions
- Routinely handled confidential information including social security numbers, addresses, credit reports, etc
- Tracked and followed up on all orders placed for individual files
- Oversaw invoicing of orders for individual files
- Handled initial disclosure of information to consumers