

# Kevin Ortega

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Bilingual business professional with more than 20 years of experience in sales, marketing, and operations. Known for his drive and leadership skills, Kevin has a proven record of forming trusted relationships.

## EXPERIENCE

### **CMG Financial | Loan Officer** Daniel Island, SC August 2021 - July 2022

- Production Assistant for a Sr. Loan Officer to assist with mortgages for clients who are buying and refinancing homes.
- Provided information on mortgages, completed applications, and submitted applications to be underwritten.
- Liaison to clients to ensure they have a smooth and stress-free experience and close the loan on time.

### **Atlantic Coast Mortgage | Production Associate** Mount Pleasant, SC

December 2020 - August 2021

- Licensed Production associate; handled all aspects of mortgage loan applications and from application to closing.
- Processed and submitted loan applications, collected loan documents from clients, cleared issues, and loan conditions to ensure closing of the loan.
- Consulted clients with various loan products and provided options.

### **Century 21 Properties Plus | Residential Real Estate Agent** Mount Pleasant, SC

February 2013 - December 2020

- Residential Real Estate Agent in the greater Charleston area, increased sales YoY by 20% due to marketing strategies.
- Assisted customers with marketing the sale of their homes.
- Provided market trends to buyers to assist in their home purchase.

## SKILLS

Outlook  
MS Word  
Power Point  
Word Calendar  
Microsoft Teams  
Skype and Zoom

## Languages

Fluent in English  
Business Proficiency in Spanish



## **Remax Advanced Realty | Residential Real Estate Agent Charleston, SC**

February 2011 - December 2013

- Residential Realtor specializing in Short Sale and Bank owned properties.
- Lead member of a team of 5 Realtors representing buyers and sellers.
- Property Manager for 10 investment properties, handled analytical aspects of leasing, coordinated repairs with suppliers, bookkeeping and accounts receivables.

## **Carolina One Real Estate | Residential Real Estate Agent Charleston, SC**

October 2004 - February 2011

- Residential and Commercial Realtor focused in Charleston.
- Increased sales 300% from 1 million in 2005 to 3 million in 2006.
- Developed a niche market within the Hispanic community.

## **Eurobrokers | Bond Broker New York, NY**

October 2000 - June 2003

- Increased sales 30% from \$ 100 million to \$ 130 million in Argentina by cultivating strong relationships with business partners.
- Implemented cost cutting process with Argentina saving \$200,000 annually.
- Managed daily trading desk positions and provided daily profit and loss reports to senior management for a high volume trading desk.

## **EDUCATION**

### **Saint John's University | BS, Finance Jamaica, New York**

Graduating class of 1991

Sales - marketing  
- suit - well dressed