

Gregory (Greg) Gallimore

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EDUCATION & LICENSURE

Virginia Polytechnic Institute and State University (Virginia Tech)

May 2018

Bachelor of Arts Degree- Public and Urban Affairs, Global Development

Mortgage Loan Originator, NMLS #: 2341724

April 2022

Completed 20-Hours of Pre-Licensure Coursework and Passed SAFE MLO Test

VA Real Estate Salesperson, License #: 0225229951

July 2017

Completed 60-Hours of Pre-Licensure Coursework and Passed National and State Examination

WORK EXPERIENCE

The Collaborative Real Estate Agency

Listing Coordinator-Administrative Assistant

January 2023 to March 2023

- Coordinated all listing activities for managing broker including scheduling photography and videography sessions, entering MLS listing data, managing social media accounts, training new hires on company CRM and softwares, installing real estate signage, and coordinating closing activities with the transaction coordinator
- Utilized project management software (Asana) to coordinate real estate listing activities from pre-listing appointment to final closing

CapCenter Realty & Mortgage

Post-Closing Consultant

November 2020 to March 2022

- Audited 10% of company's monthly refinance loans originated to ensure client eligibility for loan approval met income, asset, occupancy, employment, and related documentation standards required by Fannie Mae, Freddie Mac, and the FHA
- Resolved retail mortgage investors' pre-purchase and post-purchase loan stipulations to ensure timely purchase of loans in secondary mortgage markets
- Utilized Encompass to communicate with employers, banks, investors, insurance agencies, and settlement agents to verify the accuracy of client-provided documentation during the loan origination process to detect for fraud and comply with standards set by Fannie Mae, Freddie Mac, and FHA re-verification requirements
- Assisted loan originators by updating homeowners insurance policies, obtaining verbal and full verifications of employment, ordering payoffs for existing mortgages, and obtaining verifications of mortgage/verifications of deposit

CoStar/LoopNet

Marketing & Research Advisor

July 2018 to July 2020

- Collaborated with inside and outside sales representatives to increase sale of company's products as well as drive traffic to company's subsidiaries
- Built and maintained relationships with +180 CRE professionals while providing information on how to use company's suite of marketing, data, and analytics products
- Attempted +40 calls per day to brokers, investors, developers, and marketing managers to maintain accurate real estate listing data, sale and lease comparable information, and market company's products to current and prospective clients