

Sparkle T. Swann

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Summary:

Self-motivated and enthusiastic worker with vast experience in many different fields. Bringing forth a proven track record of achievement and reputation for positive collaboration. Confident, hardworking and committed to seeing results. Reliable and dedicated and seeking to utilize these skills as a Background Extra in television and film.

Experience

MORTGAGE LOAN OFFICER | GO RASCAL, LLC | APRIL 2023-PRESENT

- Source, qualify and originate mortgage loans by working primarily outside the Company's office to solicit and obtain business from referral sources such as realtors, builders and others as well as borrowers directly.
- Guide clients through the application, underwriting, and closing processes.
- Negotiate rate, terms and conditions of the loan.
- Review documentation to ensure compliance with federal and state lending regulations, reducing processing delays and loan rejections.
- Communicate with borrowers and realtors to keep them informed of their loan status and next steps in the process.
- Attend training courses to develop and maintain knowledge of the financial industry.
- Participate in various community and civic events to enhance the company's image and develop additional business.

BAR MANAGER|360 SPORTS BAR & LOUNGE | JUNE 2007 – FEBRUARY 2025

- Prepare and serve a variety of craft cocktails, mocktails and food items.
- Manage bar inventory, restock supplies and place orders for spirits, beer, wine and mixers.
- Hire, train and supervise bar staff.
- Work closely with guests to ensure superior customer service.
- Accurately process transactions through the point-of-sale system.
- Produce and balance daily and weekly sales reports.
- Prepare and transmit payroll.
- Adhere to all food and safety regulations.

PROGRAM CONTACT|IT TAKES A VILLAGE COMMUNITY | JAN 2018 – SEPTEMBER 2022

- Served as liaison between board of directors and staff.
- Lead fundraising initiatives, coordinate with other agencies.
- Operated the summer food service program in accordance with local, federal and state guidelines.
- Prepared, delivered and served meals to underprivileged youth.
- Handled agreements and contracts, bidding and negotiations with vendors.
- Prepared, maintained, and processed a variety of confidential correspondence, reports and records
- Handled all audits with state regulators.
- Additional duties as assigned.

Education

GEORGIA STATE UNIVERSITY| JUNE 2006| COMPLETED 40 CREDIT HOURS TOWARD AA IN BUSINESS MANAGEMENT

Skills & Abilities

- Attention to detail
- Ability to multi-task
- Excellent interpersonal and communication skills
- Poised under pressure
- Technology savvy
- Fun and energetic

Activities and Interests

Traveling, reading, volunteering and spending time with family