

JANET G. SOFIELD
Vero Beach FL

908-337-3675 (cell)

EDUCATION

RUTGERS UNIVERSITY SCHOOL OF LAW , Newark, NJ	J.D., 1998
KEAN COLLEGE , Union, NJ, <i>magna cum laude</i> , Education	B.A., 1983
ELMIRA COLLEGE , Elmira, NY	

PROFESSIONAL EXPERIENCE

ABSOLUTE HOME MORTGAGE CORPORATION, Fairfield, NJ 09/2022–12/2024
Licensing and Compliance Administrator, Part-time Contractor

Preparation and termination of sublease agreements for branches. Multi-state surveys on various issues such as remote workers, Filed Trade Name applications and cancellations with states. Prepare and file state Lender and Branch applications on NMLS.

MLD MORTGAGE, Florham Park, NJ 06/2021 – 08/2022
Licensing and Compliance Administrator, Part-time Contractor

Compliance research projects including trade name applications in up to 45 states,, remote work regulations for MLOs by state, distance rules by state for MLOs to licensed branch. Order compliance posters for new branches. Assist branch audits. MLO and Branch licensing and renewals. Update Encompass for MLO authority.

ABSOLUTE HOME MORTGAGE CORPORATION, Fairfield, NJ 09/2020 – 06/2021
Licensing and Compliance Administrator, Part-time Contractor

Licensing and renewal of Mortgage Loan Originators, lease review, audit of leases, MSA review, complaint response, prepare virtual branch audit survey, advertising review, updated state disclosures for advertising,

PHH MORTGAGE CORPORATION, Mount Laurel, NJ 10/2018-03/2019
Attorney, Contractor

Review, edit and approve responses to borrowers who had filed complaints to PHH that were deemed escalated, and log approval on Sharepoint database. Collaborate with Office of the President complaint team on responses. Rewrite complaint responses if necessary. Summarize recent federal and state legislation and relevant judicial cases, and present them to servicing management. Prepared post-legal review for risk management audit of foreclosure law firms utilized by PHH.

FREEDOM MORTGAGE CORPORATION, Mount Laurel, NJ 07/2017 – 06/2018
Vice President, Regulatory Compliance Counsel

Provided compliance support and responsible for implementation of the company's compliance policies and procedures for Marketing and Training, HMDA and TCPA. Reviewed for final approval for all marketing pieces, including direct mail, email, text messages, social media such as Facebook and Twitter, radio advertising, contests and promotions, style guide. Updated state guidelines for advertising phrases. Reviewed training presentations for compliance approval.

Participated in daily and weekly working calls with IT to define and develop HMDA changes for implementation of regulatory changes. Supervised two HMDA data analysts. Provided compliance guidance to HMDA team, Developed TCPA policy, defined tasks needed for compliance. Liaison with outside counsel. Participated on executive team to implement TCPA compliance with weekly calls to discuss progress in IT needs, campaign to obtain consumer consent, third party marketing partners' compliance. Developed Risk Assessment. Researched and provided guidance for other compliance areas as assigned, such as state requirements for state cyber security policies, state requirements for notification of guarantors, review of marketing agreements, TRID questions, NY website approval.

STRATEGIC COMPLIANCE PARTNERS, Maple Lawn, MD

(A division of Offit Kurman, P.A.)

05/2015 - 6/2017

Senior Vice President, Compliance Consulting Services

Primary responsibility for eighteen mortgage banker and broker clients. Follow and deliver the client engagement plan. Review client materials, such as policies, examination results, QC results, organizational management, training documentation. Prepare recommendation letter to discuss compliance program gaps. Follow up with quarterly monitoring reviews. Lead regularly scheduled phone conferences with clients to discuss compliance matters, and prepare minutes. Assist clients in preparing for state and agency examinations, and draft examination response letters. Respond to daily client questions regarding compliance issues. Coordinate Fair Lending Regression Analysis and AML audits. Update federal and state policies. Assisted in updating Quality Control Plan. Developed TRID materials for client education, such as a TRID policy, TRID placement chart, and other special projects. Created and presented a TRID webinar, and delivered a live presentation at a client's offsite location. Created and presented Examination Trends and HMDA webinar. Evaluate training modules for content and edit them as needed. Revise and update state and federal policies. Attended MBA Legal Issues and Regulatory Conferences.

LEVY & WATKINSON, P.C. , Woodbridge, NJ

06/2005 – 05/2015

Attorney

Mortgage lending practice, concentrating on state licensing, multi-state and federal mortgage lending disclosure requirements and compliance, including RESPA, Reg Z, Fair Lending, Truth in Lending, GFE, anti-money laundering, company formation, state and federal predatory lending, company state license applications and agency approval applications, change of control applications, multi-state disclosures, assisting clients in preparation for state and federal regulatory examinations, response to state and agency examination findings and consumer complaints, review of marketing materials for compliance with advertising laws, response to repurchase requests, review of purchase and sale agreements, HMDA assistance, employment law issues such as loan officer compensation, overtime, loan officer agreements, FMLA, employee benefits, manage litigation matters with outside counsel (repurchase demands, employment law matters), provided NMLS support and assistance to clients.

MY PROFESSIONAL EDUCATOR, Woodbridge, NJ

09/2012-05/2015

Instructor – Per Diem

Develop and present webinar seminars to mortgage company employees.

ACADEMY FOR PROFESSIONAL MORTGAGE LICENSING, Springfield, NJ 12/2009 – 2011

Instructor – Per Diem

Teach classes for pre-licensing education for mortgage loan originators pursuant to the federal S.A.F.E. Act.

FIRST INTERSTATE FINANCIAL CORPORATION, Shrewsbury, NJ

03/2003 – 06/2005

Compliance Attorney

Ensure that disclosure documents and operating procedures are in compliance with federal and state regulations, including RESPA, Truth in Lending, Fair Lending, predatory lending laws, etc. Coordinate HMDA corrections, LAR creation and submission. Process and track state license applications and renewals, and loan officer licenses. Prepare for and respond to state and agency audits, loan indemnification and repurchase requests, consumer complaints. Review contracts for loan sales to investors. Review of all advertising materials for compliance. Train staff on compliance matters. Responsible for Quality Control program. Monitor activities of outside counsel in litigation cases (age discrimination, sexual harassment, compensation disputes, title policy claims). Review advertising and marketing materials for RESPA and state compliance. Draft policy and procedures for all compliance areas. Advise management on employment law matters such as FLMA. Coordinate in-house employment law seminars, such as harassment. Draft loan officer employment agreements.

CHASE MANHATTAN MORTGAGE CORPORATION, Edison, NJ

08/1995 – 03/2003

Assistant Vice President, Correspondent Negotiated Transactions

01/1999 – 03/2003

Draft and negotiate contracts and amendments for purchase of loan servicing rights from banks and mortgage companies on coissue and bulk deals. Determine pricing for new deals and renewals by running financial model based on the seller's portfolio characteristics. Conduct due diligence sessions to review procedures and operations at selling institutions. Develop new and expand existing Correspondent Seller relationships. Serve as Seller liaison and facilitator through contract negotiations, portfolio economic evaluations, operations integration and problem resolution. Coordinate, monitor and supervise all contractual obligations (early payment default, early payoffs, repurchase, insuring, maximum interest rate, volume, characteristics). Responsible for up to seven Seller relationships.

Business Analyst, Information Systems/Technology

08/1995 – 01/1999

Managed system tasks for bulk and co-issue acquisitions of mortgage loan servicing rights and transfer of loans and HMDA reporting. Researched and responded to systems issues related to the Compliance Department.

FIRST FIDELITY BANK, Newark, NJ

06/1994 - 08/1995

Business Systems Analyst, Commercial Loan Operations

Implemented procedures and managed system tasks for escrow conversion, tax contract requests, and welcome letters. Coordinated TIN solicitation and production of borrowers' year end statements.

CITY FEDERAL SAVINGS BANK (Closed by RTC 4/93), Somerset, NJ

01/1984 -04/1993

Systems Administrator, Mortgage Loan Servicing

System liaison for mortgage loan servicing department with increasing levels of positions and responsibility. Administered loan servicing system. Provided daily user support to all levels of employees. Established and managed customer service unit for the interim period after bank was closed by RTC.

OTHER

Admitted, NJ Bar

Mortgage Bankers Association of New Jersey– Legal Committee, Advertising Committee

Ethics Committee Member, Township Council, Brick, NJ, 2013

C.A.S.A. of Ocean County – Board of Trustees officer, 2009-2013

Big Brothers Big Sisters – volunteer mentor, 2016- 2019, 2022 - present