

**Elizabeth Anne Larney, PHR**  
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## **SUMMARY**

Extensive experience and accomplishments in project management, research, employee training, and public speaking.

## **WORK EXPERIENCE**

### **Manager, Licensing and Human Resources**

#### **Corridor Mortgage Group, Inc., Marriottsville, MD**

Responsible for all aspects of the Human Relations and Licensing divisions of a privately owned Mortgage Lender licensed currently in 13 states. Human Relations responsibilities include performing initial background checks, hiring, onboarding, benefits, employee welfare, administration of payroll set up, drafting of Performance Improvement Plans and Employment Agreements, and all aspects of separation from employment when necessary. Licensing responsibilities include NMLS management, licensing and education oversight for loan originators, branch locations, and the corporation. Ensure timely filing of all required Secretary of State reports and filings, corporate banking division reporting, and assist in audit preparation and response.

### **Office Manager**

#### **Fairway Title Company, Inc., Clarksville, MD**

Managed all aspects of the commercial division of a busy title company. In addition to the customary responsibilities of a settlement officer, coordinated complex residential and commercial transactions, assisted developers and legal counsel by conducting extensive research in to ownership and usage of tracts of land, examined and requested corrections to new subdivision and condominium plats prior to recordation. Assisted with feasibility studies, zoning and building permit applications, road dedications, and Phase I Environmental Site Assessments. Responsible for agency audits and management of escrow accounts.

### **Executive Vice President**

#### **Dalton Alliances, Inc., Columbia, MD**

Boutique human relations consulting firm specializing in trade and professional associations. Worked with President on client prospecting, management of and follow up on Call for Presentations and article placements, represented the company at networking events. Assisted in workshop and seminar preparation.

**Settlement Officer/Office Manager****Universal Title Company, Columbia, MD**

Regional title insurance company with fifteen offices located in the Baltimore-Washington market. Conducted residential and commercial closings. Responsible for activities in the Columbia Office, including local marketing, and training of staff on procedures and software. Developed and taught education courses for Realtors, and assisted Realtors and lenders in leading home buyer and seller seminars for the public.

**Vice-President****Lakeview Title Company, Columbia, MD**

Residential and commercial title company. Engaged after a complete staff turnover, responsible for all aspects of office management including hiring and training staff, audit of escrow and operating accounts, agency audits, and recapturing market share. Grew monthly closings from a zero base to over 150 per month. Built novice staff of two to a fully trained staff of eight. All goals were met by the time my employment was ended and the job was eliminated.

**Office Manager****Capitol Title Insurance Agency, Inc., Columbia, MD**

Opened the Columbia office for a large multi-office title company. Responsible for day to day branch operations including personnel, closings, and marketing.

**Office Manager****Cambridge Title Company, Baltimore, MD**

Key responsibilities included title review and preparation of documents for closing, as well as oversight and training of pre and post closers and marketing representatives.

**Pre and Post Settlement Coordinator****Old Line Title, Laurel, MD****The Sentinel Title Corporation, Baltimore, MD**

Specialized in preparation of files for closing, reviewed title abstracts and surveys, preparation of title commitments, HUD 1 settlement statements, closing documents and disbursement of funds post-closing. Performed title rundowns, recorded documents, pursued releases, and prepared final title insurance policies.

**EDUCATION**

B.A. University of Baltimore, Baltimore, MD, Jurisprudence

A.A. Stevenson University (formerly Villa Julie College), Stevenson, MD, Paralegal Studies

**CERTIFICATIONS AND DESIGNATIONS**

PHR (Professional in Human Resources), Society for Human Resources Management, January, 2013

Notary, State of Maryland

## **VOLUNTEER AND COMMUNITY SERVICE (Partial list)**

### **St. Paul Roman Catholic Church, Ellicott City, MD**

- Cemetery Restoration Committee Chair, Spring 2014 – Present
- 175<sup>th</sup> Anniversary Celebration Committee Member, Fall, 2013 – Present
- Pastoral Counsel – actively served on the counsel for six years as Member, Secretary, Vice President, two-term President, and as immediate Past President.
- Religious Education instructor for four years
- Other volunteer positions through the years, too numerous to recall, including Usher, Parking Lot safety, Co-Chair of the Year of St. Paul Committee, volunteer for My Sister's Place Lodge, Beans and Bread, and the Route One Day Shelter
- Awarded 2014 Volunteer of the Year by St. Agnes Council Knights of Columbus.

**Eagle Scout Service Project Coach, Spring 2010.** Acted as coach for a young man who achieved the rank of Eagle Scout for his work. The service project was completed on the campus of St. Paul Roman Catholic Church, benefitting the church and the community by stabilizing and rebuilding a garden area and retaining wall preventing continued erosion and runoff to the Patapsco River.

**Troop Co-Leader, Girl Scout Troop 2329, Ellicott City, MD** Fall, 2003 through Spring, 2013. In addition to serving as Cookie Mom one year, led many Troop activities and community service projects. Mentored the girls who earned their Silver Award in Girl Scouting. Awarded the Volunteer of Excellence Award by the Troop, 2009.

**Boy Scout Troop Volunteer,** Fall, 2001 through Spring 2005. Assisted Troop Leaders with activities as needed, awarded a Boy Scout Service Award by the Troop for my service.

**Howard County Historical Commission,** recipient of preservation award for the restoration of our home on Old Columbia Pike.