



DOROTA TYMINSKI, PMP

PMP® #4443769

Business Operations & Program Management Leader

Process Improvement | Operations Excellence | Cross-Functional Leadership | Stakeholder & Vendor Management

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PROFESSIONAL SUMMARY

Business Operations and Program Management leader with 30+ years directing operations, projects, teams, budgets, and vendor relationships across entrepreneurship, financial services, marketing operations, and manufacturing. Holds the Project Management Professional (PMP)® certification from PMI (2026), with a proven record of bringing structure to complex environments, improving processes, and delivering results under pressure. Known for operational discipline, stakeholder alignment, calm crisis management, and building high-performing teams and long-term partnerships.

CORE COMPETENCIES

Business Operations • Operations Management • Program Management • Project Management • Process Improvement • Operational Excellence • Stakeholder Management • Vendor Management • Cross-Functional Leadership • Team Leadership & Development • Budget & Resource Management • Risk Management • Change Management • Workflow Optimization • KPI Tracking & Reporting • Contract Negotiation • Quality Assurance • Continuous Improvement

SELECTED ACHIEVEMENTS

- Recovered 28 of 32 at-risk loans within 10 days during a sudden investor-guideline change, keeping the branch on target for monthly production goals.
- Founded and led a marketing and business-services firm for 16 years, generating \$150K–\$420K in annual revenue while serving 20–30+ clients per year across 10+ industries.
- Directed branch operations for a 12-person team processing 55–65 loans per month (~660–780 annually), implementing quality-control processes that reduced errors and protected on-time closings.
- Earned the Project Management Professional (PMP)® certification from PMI (2026), validating expertise in project scope, schedule, risk, resource, and stakeholder management.

PROFESSIONAL EXPERIENCE

SECURITY NATIONAL MORTGAGE COMPANY

Mortgage Loan Originator | Sep 2025 – Present

Manage end-to-end residential mortgage transactions in a deadline-driven, highly regulated environment, coordinating multiple stakeholders from application through closing.

- Manage multiple active transactions simultaneously, monitoring timelines and milestones to ensure on-time closings.
- Coordinate borrowers, processors, underwriters, title companies, and real estate partners across each transaction lifecycle.
- Ensure documentation accuracy and regulatory compliance; identify and resolve issues that could delay approvals.
- Maintain proactive stakeholder communication and strong client relationships throughout the process.

OPUS HOME LOANS

Mortgage Loan Originator | Jun 2025 – Sep 2025

- Coordinated communication among borrowers, lending teams, and third-party stakeholders through the transaction lifecycle.
- Managed workflows and transaction timelines to support timely, compliant closings.
- Ensured documentation completeness and adherence to regulatory requirements.

NEW ART DIRECTION CORPORATION
Founder & CEO | 2008 – 2024

Founded and led a full-service marketing, branding, and business-services firm serving clients across the U.S. and Europe. Directed all business operations, program and project delivery, financial oversight, vendor management, and team leadership.

- Directed day-to-day operations for a business generating \$150K–\$420K in annual revenue across 20–30+ new clients per year and 15+ recurring clients.
- Led internal teams of up to 8 employees plus a network of up to 11 contractors, designers, developers, and manufacturing vendors.
- Managed concurrent projects — branding, web development, digital campaigns, manufacturing, signage, and packaging — as a de facto program manager balancing competing priorities and deadlines.
- Negotiated contracts, pricing, and service agreements with vendors, printers, manufacturers, and technology providers.
- Built quality-control and operational review processes that improved delivery consistency and reduced errors.
- Retained key accounts and resolved escalations, producing repeat business and referrals across construction, manufacturing, legal, retail, hospitality, automotive, and professional-services sectors.

UNITED EQUITY MORTGAGE
Office Manager — Branch Operations Manager (Promoted) 2003 – 2008

Promoted into branch leadership; managed daily operations, workflow, quality control, and team performance in a high-volume mortgage environment.

- Directed branch operations for a 12-person team with 2 direct reports, supporting production of 55–65 loans per month (≈660–780 annually).
- Recovered 28 of 32 at-risk loans in 10 days during an investor-guideline change, helping the branch meet monthly targets.
- Oversaw pipelines, workflow priorities, and stakeholder communication among loan officers, processors, underwriters, title companies, and investors.
- Developed quality-control and operational review procedures that improved file accuracy, compliance, and workflow efficiency.
- Maintained business continuity during system outages, staffing transitions, and peak-volume periods.
- Participated in hiring, onboarding, training, and performance management.

EARLY CAREER

MEMRB (Middle Eastern European Marketing Research Bureau)
Regional Manager (Part-Time) 1996 – 1999

- Led regional teams of up to 15 staff across recruiting, training, data-collection oversight, quality control, and reporting.

Key Company
Executive Assistant 1996 – 1999

- Supported executive leadership with scheduling, travel, meeting coordination, and confidential communications, including interactions with major global brands.

EDUCATION

Bachelor of Science (B.S.) in Management and Finance (1999)
Higher School of Finance and Management
Bialystok, Poland

CERTIFICATIONS

- Project Management Professional (PMP)® —
Project Management Institute Credential #4443769
Issued Jul 2026, Expires Jul 2029
- Mortgage Loan Originator (NMLS #2459696)

TECHNOLOGY

Mac OS / PC Platform
Microsoft Office
Microsoft Excel
Microsoft Word
Microsoft PowerPoint

Google Workspace
WordPress
Google Analytics
Google Ads
Meta Advertising Platform

Project Management Software
QuickBooks
CRM Systems