



# MIA TAYLOR

## Application Processor

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Application Workflow Management



8

Team Collaboration



10

Communication Skills



10

Organizational Skills



7

Analytical Skills



9

### 🎯 INTERESTS

★ Surfing

🥋 Martial Arts

👥 Community Service

📝 Blogging

### 👊 STRENGTHS

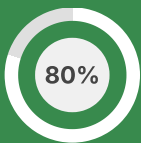
⌚ Patience

🏔️ Perseverance

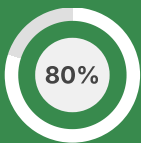
📅 Planning

⚙️ Positivity

### 🗣️ LANGUAGES



English



Dutch



Polish

### 🏆 ACHIEVEMENTS

📈 Increased application processing efficiency by 30% through streamlined workflows.

🌟 Achieved 98% accuracy in documentation compliance through diligent review processes.

### 👤 PROFESSIONAL SUMMARY

Dynamic Application Processor with 7 years of experience in evaluating and processing applications while ensuring compliance with industry standards. Skilled in fostering positive applicant interactions and enhancing operational workflows through effective communication. Committed to utilizing analytical prowess to drive process improvements and elevate applicant satisfaction.

### 💻 WORK EXPERIENCE

#### Application Processor

📅 Jan / 2020-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Supported the Program Manager in processing contractor rebate applications with a focus on accuracy.
2. Maintained secure and accurate customer data, ensuring compliance with privacy standards.
3. Communicated effectively with internal and external stakeholders to provide updates on application status.
4. Ensured adherence to business codes of conduct and program requirements.
5. Provided feedback to enhance standard operating procedures and improve efficiency.
6. Maintained confidentiality of sensitive data at all times.
7. Analyzed marketing strategies through tracking of calls and mail items, providing actionable insights to leadership.

#### Application Processor

📅 Jan / 2018-Jan / 2020

Crescent Moon Design

📍 Portland, OR

1. Reviewed applications for spelling, grammar, and format accuracy prior to processing.
2. Collected required documentation from applicants and followed up on incomplete submissions.
3. Screened applications for accuracy and completeness before data entry into the system.
4. Executed data entry for applications into the VS8000 system, ensuring manual fund balancing.
5. Processed student loan applications, entering data from source documents into the database.
6. Transcribed alphanumeric data from source materials into the automated system accurately.

### 🎓 EDUCATION

#### Bachelor of Science in Business Administration

📅 Jan / 2016 - Jan / 2018

University of Illinois

📍 Denver, CO

Focused on operations management and organizational behavior.