



EVELYN WHITE

Construction Loan Administrator

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

PROFESSIONAL SUMMARY

Seasoned Construction Loan Administrator with 7 years of experience in overseeing loan processes and ensuring compliance with industry standards. Proficient in analyzing financial documentation, managing draw requests, and fostering strong client relationships. Committed to enhancing operational efficiencies and delivering exceptional service to drive project success.

WORK EXPERIENCE

Construction Loan Administrator

Pineapple Enterprises

📅 Jun / 2020-Ongoing

📍 Santa Monica, CA

1. Reviewed and approved draw packages for large-scale construction projects, ensuring accuracy and compliance.
2. Collaborated with clients to reconcile budgets, resolve draw-related issues, and expedite funding requests.
3. Maintained strong relationships with internal teams to balance client satisfaction and risk management.
4. Effectively managed risk within the construction loan portfolio, implementing mitigation strategies as necessary.
5. Coordinated with credit and relationship managers on complex budget approvals and unique loan situations.
6. Worked closely with inspectors and title companies to ensure timely funding and compliance with regulatory requirements.
7. Utilized analytical skills to creatively solve problems, ensuring timely funding of client draw requests.

Construction Loan Administrator

Crescent Moon Design

📅 Jun / 2018-Jun / 2020

📍 Portland, OR

1. Processed monthly AIA applications from contractors nationwide, ensuring accuracy and compliance with documentation.
2. Reviewed AIA applications for billing accuracy, verifying lien waivers, insurance, and invoices.
3. Maintained budgets and disbursed funds for construction loans, ensuring timely responses to borrower inquiries.
4. Executed funding processes for interest reserves and loan accounting, adhering to banking policies.
5. Administered a \$40 million portfolio, acting as a liaison between clients and loan officers for seamless communication.

EDUCATION

Bachelor of Science in Finance

University of Michigan

📅 Jun / 2016-Jun / 2018

📍 Santa Monica, CA

Focused on financial management and analysis, with coursework in risk assessment and investment strategies.

SKILLS

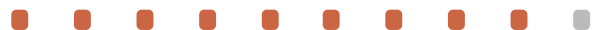
Operational Management



Loan Processing



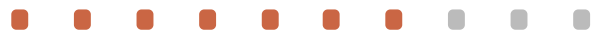
Customer Service



Credit Analysis



Financial Reporting



INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Dutch



French

ACHIEVEMENTS

- ★ Successfully managed a \$40 million construction loan portfolio, ensuring timely disbursements and adherence to compliance standards.
- ★ Streamlined the draw request process, reducing funding time by 25% and improving client satisfaction scores.
- ★ Collaborated with cross-functional teams to resolve complex budget approvals, enhancing operational efficiency.