Funding Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

A high-energy, enthusiastic, and dependable individual who excels in challenging environments. Success in customer service coupled with great work experience.

Skills

Fluent In Spanish, Communication Skills.

Work Experience

Funding Specialist

ABC Corporation - September 2013 – November 2013

- Verify and examine information and accuracy of a loan application and closing documents.
- Answer questions and advise customers regarding loans and transactions.
- Calculate, review, and correct errors on interest, principal, payment, and closing costs, using computers or calculators.
- Assemble and compile documents for loan closings, such as title abstracts, insurance forms, loan forms, and tax receipts.
- Prepare and type loan applications, closing documents, legal documents, letters, forms, government notices, and checks, using computers.
- Record applications for loan and credit, loan information, and disbursements of funds using computers.
- Contact customers by mail, telephone, or in-person concerning acceptance or rejection of applications.

Funding Specialist

ABC Corporation - 2011 – 2013

- Review HUD Settlement Statements on all wholesale loans for c compliance to closing instructions and broker fee sheet, prior to disbursement of funds.
- Effectively correspond with closing agents or brokers on conditions for wholesale loans that are required prior to funding as well as HUD issues.
- Balance general ledger tickets.
- Assist in the implementation of online wires.
- Research and resolve any requests regarding funding issues.
- Sufficiently audit closing documents prior to funding and also after funding to make sure all documents for funding were in compliance with Macquarie Mortgages USA guidelines.
- Fund correspondent and wholesale residential mortgage loans..

Education

- (Ashworth College)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**