



# HARPER LEWIS

Junior Processor

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## PROFESSIONAL SUMMARY

Resourceful Junior Processor with two years of experience in data handling and client service. Demonstrates expertise in efficiently processing and organizing data to support business operations. Passionate about optimizing workflows and improving client satisfaction through effective communication and problem-solving.

## WORK EXPERIENCE

### Junior Processor

Seaside Innovations

📅 Jun / 2024-Ongoing

📍 Santa Monica, CA

1. Processed incoming data and documents, ensuring accuracy and compliance with company standards.
2. Reviewed and analyzed loan applications, preparing them for underwriting review.
3. Calculated mortgage figures, including interest rates, taxes, and insurance.
4. Provided excellent customer service by addressing client inquiries and assisting with their needs.
5. Collaborated with team members to achieve monthly performance targets.
6. Maintained organized records and documentation for all loan transactions.
7. Utilized data processing software to input and track loan information efficiently.

### Junior Processor

Lakeside Apparel Co

📅 Jun / 2023-Jun / 2024

📍 Chicago, IL

1. Opened loan files and verified employment and credit reports for new accounts.
2. Ensured accuracy of all documents and organized files for processing.
3. Conducted audits on loan files to confirm compliance with regulations.
4. Communicated with banks to gather necessary information for loan processing.
5. Utilized Excel for data management and reporting on loan statuses.
6. Processed FHA, VA, and Conventional loans, achieving an average of 30 funded loans monthly.

## EDUCATION

### Associate of Science in Business Administration

City College

📅 Jun / 2022 - Jun / 2023

📍 Chicago, IL

Focused on business operations and data management principles.

## SKILLS

Data Analysis Tools

Data Processing Software

Critical Thinking

Research Skills

Multitasking

Confidentiality

## INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

## STRENGTHS

⚖️ Fairness

↔️ Flexibility

➡️ Forward-thinking

❤️ Gratitude

## LANGUAGES



English



Arabic



Swahili

## ACHIEVEMENTS

★ Achieved a 20% increase in processing efficiency by streamlining data entry procedures.

★ Successfully managed the processing of over 300 loan applications monthly, maintaining a 98% accuracy rate.

★ Implemented a new tracking system that reduced document retrieval time by 30%.