

# Robert Smith

## Licensed Mortgage Broker

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Responsible for Accessing to several fitness, restaurant, retail (and more!) discounts through our employee portal. Plus onsite food trucks, and also Customizing training programs to help you advance your career .

### **WORK EXPERIENCE**

#### ***Licensed Mortgage Broker***

**ABC Corporation - June 2004 - June 2008**

##### *Responsibilities:*

- Secured leads through cold calling potential clients and guiding them through the refinance or purchase qualification process.
- Effectively closed the sale of the loan product.
- Visited in person with client to properly gather all sensitive documents.
- Ordered appraisals, verification of employment, mortgage and income.
- Have an extensive knowledge of accounting principles and procedures; having strong accounting skills; being able to handle multiple projects in a given time, including during deadline periods; being a self-starter as well as ta team player; having excellent verbal and written communication skills; and having knowledge in Microsoft Office and various accounting software, including Quickbooks.
- Prepared annual financial reports.
- Assisted in processing of the loan application and follow up of all transactions until the closing of the loan all.

#### ***Licensed Mortgage Broker***

**Delta Corporation - 2002 - 2004**

##### *Responsibilities:*

- Originate, approve and close Conventional, VA and FHA loan applications.
- Maintain all departmental cycle time, service, and volume standards.
- Handle and resolve all post-closing loan issues.
- Collect credit information, prepare application, conduct income verification and evaluate all documentation.
- Work with title company and order appraisals.
- Assess clients financial situation and determine most suitable mortgage product.
- Supervised and provided real estate and financial leading for individual clientele seeking residential and commercial investment opportunities.

### **Education**

GED

### **SKILLS**

Microsoft Office,  
QuickBooks And Various  
Software And Office  
Equipment.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)