

ROBERT SMITH

Loan Administrative Assistant

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Loan Administrative Assistant with 5+ years of experience in handling multiple tasks such as filing, entering loan application data, scheduling meetings, calling various departments to ensure smooth processing of individual loan files.

EXPERIENCE

Loan Administrative Assistant

ABC Corporation - JANUARY 1985 - JULY 1991

- Started as a Teller and New Accounts Secretary in the branch office.
- Promoted to Presidents Secretary which my duties included typing all new loans and renewals, answering the telephone, filing and typing letters.
- Transferred to the Loan Department as a Loan Administrative Assistant, which my duties were checking all new loans for compliance, reviewing credit reports, handling all of the credit life insurance, paying premiums each month and balancing the General Ledger Accounts.
- Prepared a Technical Exception Report each month for the Loan Review Committee.
- Typed letters to customers requesting financial information.
- In charged of the Collections Department and handled all of their floor plans.
- Responsible for recording all loan documentation with the Clerk=s Office and the State.

Loan Administrative Assistant

Delta Corporation - 1982 - 1985

- Process Commercial and Installment loans for 3 Loan Officers Prepare loan documents on Laser Pro and create customer account on Silverlake Assist in .
- Filing Making and receiving phone calls Making and responding to email Efficient in typing Efficient in Microsoft products Funding loans Inquiring .
- I obtained new and exsisting clients for refinancing and purchasing needs.
- I was promoted to lead loan assistant.
- Skills Used My customer service skills.
- Maintain Loan Portfolio for six Relationship Managers (commercial, consumer, mortgage, SBA etc.) Schedule and attend loan closings with local title .
- A/P, A/R, loan processing, perform credit checks, loan documentation, maintain loan files, secretary to President, daily teller functions, title .



EDUCATION

- Associate In Massage Therapy
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SKILLS

Mortgage Loans, Real Estate Title.