# ROBERT SMITH

## Loan Operations Specialist/Supervisor

**E-mail:** info@qwikresumc.com **Phone:** (0123)-456-789

## SUMMARY

To obtain a position within a reputable company where can use skills and grow with the company.

## SKILLS

Reviewed loan documents, Computer operating systems.

## WORK EXPERIENCE

### Loan Operations Specialist/Supervisor

Regions Financial Corporation - November 2008 – 2019

- Process loan documentation request from internal and external customers.
- Led and completed several special projects in loan operations as needed by management.
- Assisted in training associates on several research functions such as Mainframe, Imaging, and Loan Document request systems and the process of how to perfect and track mortgages.
- Implemented and managed the Collateral Perfection file and title vault.
- Process exception clearing document request for internal real estate and non- real estate processors.
- Review & Process unperfected mortgages and send to designated counties to be recorded with a 0 percent reject average.
- Assisted flood and hazard insurance when requested.

### Loan Operations Specialist

ABC Corporation - 2003 – 2008

- Process consumer installment loans; Home Equity Lines of Credit and in-house ARM Loans, coordinating with loan officers and closing attorneys (as necessary) to complete all supplemental and closing paperwork, following federal regulatory guidelines, as well as assuring a smooth process for customers and the perfection of the lien for the Bank.
- Monitor and process all escrow functions for mortgage loans.
- Process loan payment corrections as necessary; loan extensions; renewals; due date changes and other officer-requested maintenance changes.
- Prepare monthly reports for the borrowing capacity of certain commercial customers.
- Responsible for daily review of loan maintenance completed by other staff as required by SOX, for the prevention of fraud.
- Handle sensitive, private information on a daily basis.
- Work with FiServe Premier/Navigator core processing software; Laser Pro document origination software; Microsoft Office (Word, Excel, Outlook); multi-line phone; fax; copier; scanner..

## SCHOLASTICS

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