

# Robert Smith

## Loan Operations Supervisor

### **CONTACT DETAILS**

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

### **PERSONAL STATEMENT**

Loan operations supervisor responsible for establishing and maintaining loan files from inception to closing including loan set-up, reconciliation and reports to bank senior management. Supervised loan operations department and was responsible for interviewing, training and complete supervision of staff. Extensive experience in customer service, computer operations.

### **SKILLS**

Computer, Office  
Management,  
Supervisory.

### **WORK EXPERIENCE**

#### ***Loan Operations Supervisor***

**ABC Corporation - January 1983 - December 2012**

##### *Responsibilities:*

- Prepared all commercial loan documents through Laser-Pro, board and fund complete loan packages.
- Prepared Participation Agreements and Certificates as applicable.
- Set up and maintain loan and collateral files.
- Provided working support to Lenders, order and follow up on preliminary title reports and appraisals, prepare escrow instructions, order flood and tax services, file and follow up on UCC.
- Calculated data and process loan transactions including disbursements, interest draws, payments, and payoffs, complete wire transfer requests.
- Balanced loan GL on a daily basis making any adjustments and correction as needed.
- Prepared loan month end reports including, Call Report, Certifications, etc.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Loan Operations Supervisor***

**Delta Corporation - 1981 - 1983**

##### *Responsibilities:*

- Ensured regulatory compliance with federal and state laws.
- Oversaw loan production, including generating an accurate forecast for expected loans for the next quarter.
- Developed an efficient workflow to ensure that loans are processed in a timely manner.
- Established and maintained positive relationships with clients to facilitate referrals.
- Develop new business opportunities by prospecting and networking with potential clients.
- Maintained the company licensing requirements.
- Ensured timely receipt of all necessary documentation from borrowers at closing

### **REFERENCES**

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

### **Education**

Analytical skills and perception.