

ROBERT SMITH

Loan Processing Assistant

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SUMMARY

As a Loan Processing Assistant, responsible for Performing a variety of routine tasks as training, and to gain experience and technical competence in the methods, procedures, principles, theories, and techniques utilized in administering RD loan and grant programs.

SKILLS

Microsoft Access, Processing Skills.

WORK EXPERIENCE

Loan Processing Assistant

ABC Corporation - 2019 – 2020

- Provided clerical support to manager and loan processors by answering phones; greeting and assisting clients; m Collected information from potential homebuyers such as, check stubs, bank statements and credit reports, and other documents needed to process loan.
- Familiaried with HUD/VA and Conventional guidelines.
- Corresponded with customers, attorneys, title companies, and financial institutions, via fax, phone or mail.
- Ordered title work, inspections appraisals, and surveys.
- Prepared all written correspondence; invoice and administration reports, for branch manager.
- Made all bank deposits; payment of company expenses and maintained records.
- Assisted with payroll for commissioned employees.

Loan Processing Assistant

Delta Corporation - 2013 – 2014

- Interacting with potential clients regarding purchasing or refinancing residential or commercial properties.
- Handled the application process which entails, corresponding with major lenders and buyers.
- Responsible for ordering credit reports, appraisals and titles.
- Organized and forwarding files, via email or fax for the closing of loans.
- An Automotive Credit Lender that finances vehicles that are purchased by Dealers at the Auction level Assist Auction level Staff Members, Dealers, as .
- Register and lock mortgage loans Send and request signed disclosures from applicants Interact with mortgage consultants and their borrowers Request .
- Processing Department - Loan Set-Up for SunTrust Mortgage, Tasks included record input, preliminary checklist completion.

SCHOLASTICS

- Associates In Business & Finance