

ROBERT SMITH

Loan Processor Officer

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Financial Analyst, assisted external third party agencies with loan modification processing for mutual clients. Analyzed requests for loan modification and provided timely, quality decisions within program parameters. Demonstrated ability to handle confidential, financial information.

EXPERIENCE

Loan Processor Officer

ABC Corporation - FEBRUARY 2016 - PRESENT

- Maintain and prioritize daily workflow to ensure loans on target closing list are being worked on accordingly.
- Maintaining proper expectation to all parties involved e. G., loan officers, branch manager.
- Coordinate final underwriting approval and is responsible for the review and approval of all loan conditions within their level of authority as outlined on the loan approval disposition.
- Update system and begin processing of the loan in accordance with the approval conditions.
- Manage a pipeline of loans and all activities involved with those loans.
- Process va loans as a third party representative for usaa on cash back refinances.
- Provided excellent customer service to team members, potential buyers and loan officers.

Loan Processor

ABC Corporation - SEPTEMBER 2014 - FEBRUARY 2016

- Processed fha loan/conventional/ fha streamline refinances knowledge on reading and understanding appraisals, preliminary reports, title supplements and credit report; running and reading do/du collect all documentation paystubs (calculate base income).
- Maintain and prioritize daily workflow to ensure loans on target closing list are being worked on accordingly.
- Ability to pre-underwrite fha files assuming what conditions will be needed prior to the file being underwritten by underwriter requirements.
- Prepare doc package to request loan documents- estimated hud-1, insurance, cpl etc time management; knowing the cut-off times for funding and underwriting so that the files moves smoothly and does not lose a rate lock.
- Chino, ca processed fha loan/conventional/ fha streamline refinances demonstrated interpersonal, organizational and time management skills.

- Knowledge on reading and understanding appraisals, preliminary reports, title supplements and credit report; running and reading do/du performs various clerical and other office duties.
- Strong attention to detail, accuracy and professionalism and keeping borrower informed from the time loan is approved through closing.

EDUCATION

- General Education - 1997(Santa Ana Valley High School)

SKILLS

Microsoft Office, Accounts Receivable, Invoicing, Administrative Assistant, Receptionist, Server, Bartending