



AVA DAVIS

Loan Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Results-focused Loan Specialist with 7 years of robust experience in evaluating and processing diverse loan applications. Expert in analyzing client financial profiles, ensuring compliance with lending regulations, and providing tailored financial solutions. Passionate about enhancing client relationships through effective communication and dedicated service.

WORK EXPERIENCE

Loan Specialist

📅 Feb / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Facilitated the evaluation and approval of loan applications, ensuring adherence to federal and state regulations.
2. Conducted thorough financial analyses to assess applicants' creditworthiness and loan feasibility.
3. Maintained accurate records in the loan applicant database, enhancing data integrity and accessibility.
4. Provided expert guidance on loan products and credit options to clients, optimizing their financial decisions.
5. Executed the full loan origination process, including ordering essential documents like credit reports and appraisals.
6. Managed rate locks and fee waivers, ensuring competitive loan offerings for clients.
7. Collaborated with senior credit officers to resolve complex loan issues and improve processing efficiency.

Loan Specialist

📅 Feb / 2018-Feb / 2021

Crescent Moon Design

📍 Portland, OR

1. Guided clients through financial options for student loans, enhancing their understanding of available resources.
2. Demonstrated exceptional problem-solving and communication skills to address client inquiries and concerns.
3. Maintained confidentiality and sensitivity while handling personal financial information.
4. Developed organizational systems to prioritize tasks and meet deadlines effectively.
5. Leveraged advanced computer skills to streamline processes and improve client service.
6. Applied knowledge of FDCA guidelines to ensure compliance and ethical practices.

EDUCATION

Bachelor of Science in Finance

📅 Feb / 2015-Feb / 2018

University of California

📍 Portland, OR

Studied financial management, loan origination, and risk assessment.

SKILLS

Relationship Building

Customer Relationship Mgmt

Adaptability

Microsoft Excel Skills

Credit Scoring Knowledge

Client Needs Assessment

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

📅 Stewardship

👥 Teamwork

🔑 Tenacity

🔭 Vision

LANGUAGES



English



Italian



Arabic

ACHIEVEMENTS

★ Successfully processed over 500 loan applications with a 98% approval rate.

★ Reduced loan processing time by 30% through improved workflow strategies.