

Robert Smith

Mortgage Loan Assistant II

PERSONAL STATEMENT

Deeply committed to providing the right leadership, aspire to find a management position where can create a work environment that only ensures the company's growth and profits.

WORK EXPERIENCE

Mortgage Loan Assistant II

ABC Corporation - November 2007 - April 2010

Responsibilities:

- Assisted VP in issuing New Loan & Past Due Board Reports.
- Assisted VP & LOs by creating various legal mortgage documents, pay off letters, correspondence, etc.
- Tracked HOI policies to assure they are current.
- Verified RE Taxes to confirm they are not in default.
- Coded & processed loan payments using in house selector codes.
- Responsible for pre-qualifying members to determine the proper loan program, complete loan applications and keep members informed of the loan status.
- Provided administrative support to Loan Officers.

Mortgage Loan Assistant

Delta Corporation - 2003 - 2007

Responsibilities:

- Reviewed loan documents and uploaded files to the computer.
- Maintained loan files by organizing documents and requesting the missing information.
- Processed Mortgage Loans, Data Entry, Ordered Title Work Ran Credit Reports, Figured Debt to Income Ratios Answered Phones, Verified information.
- Prepared commitment, denial, and cancel applications as necessary Responsible for ordering of credit reports, appraisals, and title work through.
- Assisted loan officers by creating spreadsheets while assisting with closings for Government Lending customers.
- Acted as a liaison between the loan officers and customers.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Banking - 2011(VIKING DRIVING SCHOOL - Park Ridge, IL)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Loan Operations
Management, Assistance
Mortgage, Loan
documentation, Cash
management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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