ROBERT SMITH

Mortgage Loan Originator/Processor

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SUMMARY

Document & Data Control Analyst with background as a Strategic Sourcing Analyst, Material Analyst and Mortgage Loan Originator. Detail oriented with the ability to communicate effectively. Resourceful, responsible and detail-oriented. Ability to pick up new things quickly and adapt to changing priorities.

CORE COMPETENCIES

Microsoft Office, Salesforce, sales, Education.

PROFESSIONAL EXPERIENCE

Mortgage Loan Originator/Processor

ABC Corporation - January 2002 – January 2012

Key Deliverables:

- Originate mortgage loans for new home purchase or refinancing of existing mortgage.
- Responsible for converting leads into loans.
- Identify customers needs and provide appropriate loan solutions.
- Maintain close client contact throughout the loan process.
- Gather all necessary documentation from borrowers for loan approval process Ongoing education to stay current on changes with rules and regulations pertaining to agency, government, and portfolio mortgages.
- Maintain a working knowledge of all product programs and guidelines.
- Maintain a professional image and standard with company policy and procedures.

Mortgage Loan Originator

ABC Corporation - 1999 – 2002

Key Deliverables:

- NMLS #1389140 My job is to go out in the field 7 days a week and market myself as "the mortgage lender that you should know" and look for prospects and new referral partners.
- Will prequalify and preapprove new homebuyers by running their credit, verifying their income, etc.
- Work closely with realtors & tax preparers, who refer clients.
- On the weekends, I visit open-houses with realtors.
- On a weekly basis, I create and send out email newsletters to my referral partners and past and present leads and clients.
- Most of my work requires lead generation through visiting realtors, tax preparers, social media, and also building followup relationships.
- Also consult my clients and referral partners on mortgages.

2259 Oak Street, Old Forge, New York, 13420
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EDUCATION

Bachelor of General Studies in Business - (Roosevelt University, Harper College)

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