ROBERT SMITH

Mortgage Loan Processor/Servicer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly accomplished Mortgage Processor with 7+ years of proven track record of sustained ability to oversee pipeline profitability. Direct risk management efforts to limit exposure and ensure all goals are attained for both Brokers and Lenders. Experience in processing/structuring Residential Mortgage loans. Proven success working in fast-paced high volume environments.

CORE COMPETENCIES

Trained On Encompass, LPS And Ramquest Softwarre.

PROFESSIONAL EXPERIENCE

Mortgage Loan Processor/Servicer

ABC Corporation - July 2015 – Present

Key Deliverables:

- Processes mortgage loan applications in accordance with bank & secondary marketing guidelines.
- Validates information supplied by the mortgage loan application for underwriting.
- Reviews financial and confidential documents to ensure compliance with federal regulations and established policies and procedures.
- Ensures customers are notified in a timely manner of declines and recommends other mortgage products that may be a better fit for the customer.
- Communicates on an ongoing basis with the mortgage loan applicant and mortgage banker the status on files.
- Acts as a liaison between internal customers, attorneys, realtors, insurance agent to ensure closing dates are met.
- Resolves any discrepancies that may occur during any time from the initial application to post-closing.

Research Remediation Analyst

ABC Corporation - April 2013 – June 2015

Key Deliverables:

- Reviewed, researched, and resolved all escalated audited foreclosure events.
- Servicing deficiencies, high profile inquiries within 30 days of a foreclosure sale.
- Ensured identified risks were clearly documented and resolved prior to a foreclosure sale.
- Served as the liaison between attorneys, internal departments, and clients to ensure resolution of title, assignment, and bankruptcy issues.
- Made the final decisions on foreclosure sales based on the risk factors of proceeding to sale.

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

ROBERT SMITH

Mortgage Loan Processor/Servicer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Performed bankruptcy validations and skip tracing searches facilitated training sessions.
- Acted as subject matter experts on current policies and procedures for new employees.

EDUCATION

Bachelor Of Science in Business Administration - (Winthrop University - Rock Hill, SC)General - (Yukon High School - Yukon, OK)

2259 Oak Street, Old Forge, New York, 13420

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**