



EVELYN WHITE

Asst. Personal Loan Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Customer Service



Leadership



Organizational



Product Knowledge



Team Collaboration



🎯 INTERESTS

🔧 DIY Projects

✂️ Crafting

🧘 Meditation

🏛️ History

👊 STRENGTHS

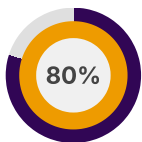
🌱 Humility

💡 Innovation

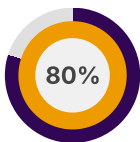
👁️ Insightfulness

✅ Integrity

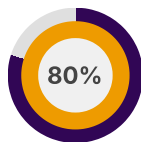
🗣️ LANGUAGES



English



Arabic



Dutch

🌟 ACHIEVEMENTS

🌟 Increased loan approval rates by 25% through targeted customer outreach and effective communication.

🌟 Reduced loan processing time by 20% by streamlining documentation and workflows.

👤 PROFESSIONAL SUMMARY

A highly motivated individual with a strong willingness to explore new avenues and to obtain a challenging position that will enable to utilize experience and excellent customer service skills, and provide opportunity for growth and advancement.

💻 WORK EXPERIENCE

Asst. Personal Loan Specialist

📅 May / 2019-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Assisted customers in making financial decisions to help them achieve their financial goals.
2. Learned credit underwriting techniques and skills.
3. Managed servicing and collections activities.
4. Closed over 30 loans per month, loan processing, document preparation, filing and storage of loan documents, face to face closing of loans, consumer .
5. Took loan applications, filing, answering phones, closing loans, making copies and other office duties.
6. Collaborated with staff to efficiently and effectively process new customer loans and current customer loans Solicited current and former customers.
7. Streamlined loan processing procedures, reducing turnaround time by 20% and enhancing customer satisfaction.

Personal Loan Specialist

📅 May / 2015-May / 2019

Silver Lake Enterprises

📍 Seattle, WA

1. Use of personal automobile I would fill out expense report to be paid each month.
2. Consistently succeeded above sales goals.
3. Provided award winning customer service Designed customer financial success through rapport Trained, .
4. Greets, assists and solicits individuals entering the office or calling by phone.
5. Processes credit and employment verifications and records information obtained in request to credit as per company guidelines.
6. Processes payments, distributions and insurance products at the direction of a licensed agent.

🎓 EDUCATION

Bachelor of Science in Finance

📅 May / 2012-May / 2015

University of California

📍 Denver, CO

Focused on financial management, investment strategies, and loan processing.