

Robert Smith

Loan Processor

CONTACT DETAILS

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Alabama
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PERSONAL STATEMENT

Motivated Loan Processor looking to secure a responsible position which will enable me to utilize my skills and experience. Interested in growing a career and fostering leadership capabilities while maintaining a high level of professionalism and providing a consistent and quality service. Seeking a challenging job with growth potential expanding on current knowledge and experience. Commercial and residential experience.

SKILLS

Microsoft Office,
Multitasking, Friendly,
Data Entry, Data
Management, Customer
Service Experience

WORK EXPERIENCE

Loan Processor

ABC Corporation - April 2014 - Present

Responsibilities:

- Ensuring all signatures are done properly and with quality assures the whole process.
- Verifying all person information is filled in correctly on all loan documents
- Verifying the vehicle and loan structure - Checking the VIN on ALL paperwork and verifying the approval matches the paperwork.
- Verifying all stipulations, checking the registration for all names, dates, and vehicle info.
- Verifying the DL matches and all dates are valid. Reviewing all insurance information. Making sure POR matches the contract and Verifying POI matches which includes calculating the income.
- Reviewing the funding checklist will be provided by each lender as well as an internal audit sheet.
- Reviewing and understanding the policies and procedures in the Operations Manual as it pertains to their job responsibility.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Loan Processor

ABC Corporation - January 2013 - February 2014

Responsibilities:

- Proactively and consistently communicated with the borrowers, loan officer, and referral partner with regard to the status of the loan filed.
- Reviewed loans and render a credit decision based upon documentation received for loans within their lending authority.
- Submitted loan to the underwriting department and processes requirements of underwriting decision.
- Ensured that all required pre-closing quality assurance requirements are met in accordance with company standards.
- Responsible for daily updating Encompass with accurate information regarding their pipeline.
- Attended weekly meetings with the Loan Officer and/or Loan Officer Assistant on the status of pipeline applications.
- This is Dummy Description data, Replace with job description relevant to your current role.

REFERENCES

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

Education

Diploma in Human Resources, General Economics - 2006(Plymouth High School - Plymouth, IN)High School Diploma in Medical Assistant - 2010(Arlington High School - Riverside, CA)Diploma - January 2003(Marion High)