

ROBERT SMITH

Loan Processor Officer

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Loan Processor Officer with 4 plus years of successful experience. Demonstrated ability to deliver high customer service. Record of achievement and advancement earned through hard work and contributions which leads to bottom line results. Outstanding reputation for being a dedicated, knowledgeable, hard-working team player with a strong work ethic. To become a member of an innovative and dynamic team, in order to be of service to my country and fellow citizens.

MAY 2015 - DECEMBER 2015

LOAN PROCESSOR OFFICER - ABC CORPORATION

- Monitored the overall lending process, and identified, resolve and communicate issues that could impact timely closure of loans.
- Identify potential issues and communicate to consumer and loan officer.
- Request supporting documentation from the borrower within required timeframes.
- Ordered and reviewed all third-party documentation, including credit checks, title reports, appraisals, tax returns, verifications of employment/assets, etc. to identify and address potential issues.
- Checked ratios, and verify accuracy of AUS findings and program applicability.
- Reviewed and verified documentation integrity to ensure it aligns with findings, completeness, and compliance, and submit loan file to underwriting for approval.
- Identified qualifying/program issues prior to submission to Underwriting.

NOVEMBER 2008 - NOVEMBER 2012

LOAN DOCUMENT PROCESSOR - ABC CORPORATION

- Assisted Loan Documentation management team with loan related projects.
- Provided excellent customer service during all calls to the Loan Department
- Verified compliance with Company standards, federal and agency regulations, standards, and guidelines, as well as any applicable state-specific and or local regulations, ordinances, etc.
- Stayed current with federal and state regulations and industry guidelines.
- Obtained and verified clearance of all underwriting conditions and prepared the file for submission to Closing.
- Used and modified templates to compose professional correspondence and emails.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.A. in Biology - 2014 (University Of Virginia - Charlottesville, VA) Associate's in Science, Graduate - 2013 (Tidewater Community College - Norfolk, VA)

SKILLS

Sales, Customer Service, Communications, Machine Operator, Inventory Management, Data Entry, Word Processing, Documentation, Inspection