

# ROBERT SMITH

## Real Estate Loan Officer

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Reviewing and ensuring documentation needed for processing is in the file (including but not limited to paystubs/W2s/bank statements from Member, property-related documentation, Organizing file in the appropriate order as indicated by the checklist, and submits an application to the processing team.

## EXPERIENCE

### Real Estate Loan Officer

#### ABC Corporation - MARCH 2013 - JANUARY 2014

- Secured financing for borrowers on real estate investment portfolios.
- Demonstrated Leadership qualities and moved into Sr.
- Loaned Officer Position after 60 days.
- Demonstrated industry-leading qualities and standards, promoted to acting Branch Manager.
- Actively ran meetings as well as trainings interactively and effectively increasing sales quotas.
- Followed up with existing borrowers and brokers for referrals and additional revenue.
- Adhered to the Credit Unions core values and Service Standards in carrying out GreenStates mission and vision and values.

### Real Estate Loan Officer

#### Delta Corporation - 2009 - 2013

- Originated real estate loans throughout Santa Barbara and the surrounding area.
- Developed productive lead generation systems by telemarketing, direct mailing campaigns, and networking with local real estate professionals.
- Interviewed loan applicants, assessed needs and offered appropriate loan products Reviewed income.
- DTI, LTV, FICO to determine the quality of the application Pre-underwrite the loan assessed approvability prior to submitting for approval Verified .
- Provided excellent customer service to home buyers.
- Learned all aspects of home mortgages.
- Originated and serviced loan applications, refinances and home equity lines of credit.

## EDUCATION

- BA



## SKILLS

Customer Service, Communication Skills.