Robert Smith

Senior Processor

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SUMMARY

A Challenging Senior Processor career opportunity in which would help to utilize strong organizational, interpersonal, and communication skills.

SKILLS

Underwriter, Management, Computer, Mortgage.

WORK EXPERIENCE

Senior Processor

ABC Corporation - August 1998 – March 2012

- Maintained and operated all mortgage software.
- Responsible for ordering all documents that are required for the loan type.
- Verified accuracy and consistency of specifications on documents such as income, assets, appraisal, title work, homeowners insurance, and loan applications.
- Submitted approved mortgage loan files to mortgage loan closer.
- Submitted mortgage loan application files for underwriting approval.
- Actively participated in all seminars that provided updates and changes with the mortgage industry.
- Maintained close personal contact with the Loan Officers, Borrowers, and Realtors.

Senior Processor

Delta Corporation - 1993 – 1998

- Assisted in processing foreclosure prevention applications Conducted new client interviews to gather data, documents and assist in case planning .
- Processing/Placing all types of Loans Training new loan officers Preparing Loan Tracking/Pipeline Reports VA, FHA, Subprime & Conventional Loans.
- Supervisor of processors & courthouse researchers Setting up warehouse line, preparing closing documents.
- Training new loan officers/Managed Processing Department Creating large computer database program for leads Marketing Coordinator for advertisement.
- Processed and reviewed mortgage applications Responsible for clearing conditions and scheduling closings Communicated with customers and Account .
- hr Processor Responsibilities included Processing all files for borrowers Contact Lenders Mediate modification terms between Lender and Borrower .
- Researched and investigated customer inquiries of fraudulent electronic funds transfer transactions to determine bank liability while complying with .

EDUCATION

Bachelor's - October 2013(Baker College - Allen Park, MI)

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