



Sample Resume-Loan Processing

- Highlights:**
- Work well in a high pressure environment.
 - Strong background in all phases of the mortgage industry.
 - Skilled at organizing complex projects, defining project priorities, and delegating tasks.
 - Self-starting, goal-oriented strategist whose confidence, perseverance and vision promote success.
 - Proficient in the following Microsoft Applications including; Word, Excel, Power Point and Outlook.

Experience: Home Builders 123 Anywhere, USA
Mortgage Loan Processor 1/2003 to 8/2008

- Compiled, verified and typed application information for mortgage loans.
- Executed daily operations of mortgage loan processing.
- Reviewed residential loan application files to verify that application data was complete and met establishment standards, including type and amount of mortgage, borrower assets, liabilities and length of employment.
- Wrote, designed and produced several projects.
- Recommended that loan not meeting standards was denied.
- Was instrumental in completing assignments.
- Called and wrote credit bureau and employer to verify accuracy of information.
- Trained and managed 2 employees and achieved significant improvements in their productivity.
- Called specified companies to obtain property abstract, survey and appraisal.
- Informed supervisor of discrepancies in title and survey.
- Supervised 6 employees, scheduled work hours, resolved conflicts, determined salaries.
- Submitted mortgage loan application files for underwriting approval.
- Typed and mailed approval and denial letters to applicants.
- Submitted approved mortgage loan file to mortgage loan closer.

Education: Senior High School 1985
High School Diploma

Languages:

English and Spanish

References: Available upon request