
Assistant Loan Processor Resume

Job Objective

To join a well-established company as an Assistant Loan Processor in which my past experience will help me excel.

Highlights of Qualifications:

- Exceptional experience in processing of mortgage loan
 - Operational knowledge of evaluating applicable tax returns effectually
 - Sound knowledge of every aspect of mortgage products
 - Familiarity about guidelines of loan programs namely VA, FHA, Fannie Mae, USDA and Freddie Mac
 - Solid understanding of loan approval conditions and investor guidelines for Freddie Mac, USDA, Fannie Mae, FHA and VA
 - Ability to use loan related automated systems
 - Ability to communicate effectively with processors and customers
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Professional Experience:

Assistant Loan Processor
Advisors Mortgage Group LLC, Florence, SC
August 2007 – Present

- Received, assorted and arranged initial loan files appropriately.
- Ensured all documents required for loan processing have complete and correct information.
- Placed orders for items essential for fraud prevention and load approval.
- Interacted with borrower to collect all loan conditions.
- Responded to clients' emails and telephone calls related to loan status.
- Provided assistance to customers with correct loan procedure.
- Collected necessary information and processed every loan file from pre-approval to final closure.
- Verified file documentation to assure all necessary items are provided by borrower.

Assistant Loan Processor
Glacier Bancorp, Inc., Florence, SC
May 2004 – July 2007

- Monitored all reports related to Federal Loan efficiently.
 - Ensured to run everyday processes in PeopleSoft to create files for transmission using EdConnect.
 - Ensured to procure and manage documents in adherence with existing Loan procedures and policies.
 - Interacted with students through email for missing documents essential for loan processing.
 - Collected all required loan documents directly from students.
 - Administered failed authorization reports and solve issues related to disbursement.
 - Assisted parents and students over telephone and emails for loan processing formalities.
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Education:

Bachelor's Degree in Finance
East Central College, Union, MO

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