
Commercial Loan Processor Resume

Job Objective

To work as Commercial Loan Processor utilizing skills and education.

Highlights of Qualifications:

- Admirable experience in processing commercial loans, SBA loans and commercial documentation
 - Operational knowledge of loan processing related rules and regulations
 - Deep knowledge of commercial lending and underwriting procedures
 - Familiarity about policies and regulations for loan products
 - Proficient with commercial loan servicing software and Laser Pro
 - Solid understanding of commercial loan structure
 - Ability to preserve confidentiality of important loan documents
 - Ability to prepare everyday reports and written correspondence
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Professional Experience:

Commercial Loan Processor
Pacific Premier Bank, Cambridge, MA
August 2007 – Present

- Prepared essential general ledger and loan entries to input relevant data.
- Reviewed important loan details soon after completion of work day before.
- Corrected data entered using previously prepared data after it got reviewed from system review manager.
- Analyzed submitted data associated with loan packages for accurateness and completeness.
- Performed assigned tasks in collaboration with high efficiency AFS Relationship Process transactions and Credit Officers.
- Provided assistance for review of data integrity and provided necessary corrections.
- Established and evaluated every file for incoming loan to assure it had all details as required for loan processing.
- Ensured to have sources of communication open always with lending officer.

Commercial Loan Processor
Five Star Bank, Cambridge, MA
May 2004 – July 2007

- Controlled every step of small business loans starting from first step till end.
 - Performed role of liaison officer amid lending department and applicants to assure prompt and best possible customer service provided.
 - Facilitated customers in acquiring essential documents required for loan commitment and closure within set time frame.
 - Followed ASII policies related to fee collection before closure of loan.
 - Provided assistance for all activities associated with loan servicing such as initial payment collection, disbursement and yearly review coordination.
 - Managed and controlled meticulous information about program and underwriting guidelines.
 - Supported Supervisor with site visits during initial loan application followed by yearly review as required.
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Education:

Bachelor's Degree in Business
Gustavus Adolphus College, Saint Peter, MN

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