
Construction Loan Administrator Resume

Job Objective

Construction Loan Administrator with excellent skills and the ability to work independently or as a team member seeking position with well established organization.

Highlights of Qualifications:

- Remarkable experience with reviewing, deciphering, and processing construction loan documents
 - Profound knowledge of the industry practices and the associated laws
 - Sound knowledge of the working of banks
 - Proficient with Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Microsoft Outlook
 - Ability to maintain loan disbursement file for all construction loans
 - Ability to manage a complex loan portfolio for a client
 - Ability to request, maintain and track financial statements and tax returns
 - Ability to interact with the associates and customers on loan related issues
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Professional Experience:

Construction Loan Administrator, November 2007 – Present
Bayview Financial, Jackpot, NV

- Monitored the budget and funds available for a project, while keeping the loan balance.
- Analyzed the tax updates, insurance policies and conducted surveys to monitor the loan procedure in accordance to same.
- Assisted the borrower in understanding the role procedures and advances on the same.
- Facilitated in understanding the rate of interest, loan payments and the pay off instructions to the borrower.
- Performed periodic checks on the construction site to check on the work progress and maintained the process payoffs.
- Recoded the data in the systems and verified and updated the record accordingly.

Construction Loan Administrator, December 2001 – October 2007
Capital Bank, Jackpot, NV

- Inspected the banks commercial real estate loan portfolio on a regular basis to monitor the construction projects of the bank.
 - Analyzed the AIA worksheet and budgets to ensure that there are no discrepancies. If they are then addressing to the client.
 - Reviewed the budgets submitted by the client on the various construction projects to ensure that they are in accordance with the standard costs.
 - Maintained documents of permits, change orders and AIA worksheets.
 - Coordinated with the in house bank employees, engineers and inspectors to oversee the construction work.
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Education:

Bachelor's Degree in Construction Management, Southern Vermont College, Bennington, VT

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