
Consumer Loan Processor Resume

Job Objective

To obtain the Consumer Loan Processor position within your company and provide excellent service.

Highlights of Qualifications:

- Substantial experience in credit union, mortgage and consumer loan processing
 - Profound knowledge of rules and regulations of loan processing
 - Deep knowledge of credit union and bank lending department
 - Familiarity about income evaluation and analysis keeping up with set standards
 - Solid understanding of terminology and requirements of government and underwriting agency
 - Good understanding of consumer lending and credit policies and procedures
 - Proficient in automated system of processing for consumer loan
 - Ability to interpret data and recognize as well as solve exceptions
 - Ability to perform more than one task simultaneously within deadlines
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Professional Experience:

Consumer Loan Processor
ViewPoint Bank, Stockton, CA
August 2007 – Present

- Ensured to feed details in XP 2 Platform on customer, home equity and VISA loan applications.
- Sent loan applications having complete details to Loan Officer through electronic media.
- Entered information on VISA database platform about VISA Loan documentation as approved and created new VISA accounts.
- Interacted with members to receive, send and coordinate VISA correspondence and documents.
- Monitored documents and papers required for e-signature loans and assured documents returned from members within given timeframe.
- Managed GAP claims along with claims reconciliation given to members every month.
- Collect closed loan documents from Branches and ensure all loan paperwork is received by Lending dept.
- Researched and maintained latest members demographics on Springboard and XP2 platform.

Consumer Loan Processor
U.S. Bank, Stockton, CA
May 2004 – July 2007

- Developed loan packages for customers based on guidelines from investor and banks.
 - Collected and revised essential documents and information within set deadline.
 - Interacted closely with consumer loan clients over email, phone and in person.
 - Supported members in offering desired information and responded to queries.
 - Provided accurate and complete details in consumer loan applications as well as processed in timely basis.
 - Provided member and departmental assistance in every consumer loan process in alliance with Credit Union.
 - Managed and maintained discrete aspect of each member's transaction.
 - Ensured approved loans closed with complete essential loan documents for file closure.
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Education:

Associate Degree in Accounting
Jamestown Community College, Jamestown, NY

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