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## Contract Loan Processor Resume

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### Job Objective

Seeking a position as Contract Loan Processor with a growing organization.

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### Highlights of Qualifications:

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- Wide experience in FHA, VA and traditional products in high volume mortgage atmosphere
  - Profound knowledge of contract loans and banking procedures
  - Operational knowledge of different product guidelines and essential aspects necessary for loan approval
  - Familiarity about varied applications available in online medium
  - Proficient in comprehending and analyzing tax returns
  - Ability to think analytically and identify solution to existing problems
  - Ability to take initiative at work and perform effectually in team
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### Professional Experience:

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Contract Loan Processor  
Tricolor Auto Group, Mercedes, TX  
August 2007 – Present

- Created all contract loan file consisting of complete and correct information.
  - Ensured all loan packages submitted to investor comprise of DU and necessary information along with apt explanation letter.
  - Revised loan filed everyday to check for approval status, addressed right prevailing conditions and submitted loan applications to investor to resolve stipulations.
  - Controlled case loads for correctness, underwriting, verbal correspondence and quality control.
  - Preserved self-motivation in every loan processing function complying with conventional plus automated requirements related with underwriting.
  - Communicated with investors, agents, customers and attorneys for loan closure.
  - Ensured to offer best possible service to external and internal customers.
  - Communicated openly with loan officer, lender, management and customer.
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### Education:

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Bachelor's Degree in Business  
San Fransisco State University, San Francisco, CA

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