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## FHA Loan Processor Resume

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### Job Objective

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Obtain work as FHA Loan Processor.

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### Highlights of Qualifications:

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- Wide experience in conventional processing of FHA loans and mortgage lending
  - Operational knowledge of mortgage loan processing and underwriting
  - Deep knowledge of loan-to-value and debt-to-income ratios as suggested in FHA loan
  - Familiarity about market trends and level of competition existing in FHA mortgage industry
  - Proficient in FHA non-conforming and conforming loans processing
  - Solid understanding of appraisal evaluations in compliance with established appraisal practices to assure adherence with FHA requirements and company standards
  - Ability to make right business decisions according to credit risk policy rules and regulations
  - Ability to solve loan files complex in nature with some support from supervisor
  - Ability to ensure compliance with company policies and FHA requirements
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### Professional Experience:

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FHA Loan Processor

Select Portfolio Servicing, Inc., Eau Claire, WI

August 2007 – Present

- Reviewed financial documents received from customers and checked in compliance with FHA Underwriting norms.
- Identified best FHA workout solution for customer in case of inability of loan repayment.
- Reached and interacted with every borrower within assigned timeframe to process loan and collect necessary information.
- Processed every loan application from beginning stage till final funding.
- Acquired loan approval in span of 30 days from application date.
- Complied every Secondary Marketing rules and regulation as needed for loan document closure.
- Interacted effectively with associates and borrowers in congenial and professional way.
- Preserved details on prospective loans focusing on customer care, quality, correctness and efficiency.

FHA Loan Processor

SNI Financial, Eau Claire, WI

May 2004 – July 2007

- Provided assistance in attaining bids from report providers from third-party.
  - Established and implemented checklists as well as forms related to due diligence.
  - Practiced loan database activities for borrower's receipt and asked for invoice and retainer payments.
  - Supported FHA underwriting personnel in identifying market along with demographic information for property evaluation.
  - Updated and maintained loan database with necessary documentation.
  - Collaborated with underwriter site investigations with on-site personnel and borrower.
  - Preserved data value in loan database by coordinating with underwriting site investigations.
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### Education:

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Associate Degree in Business

Normandale Community College, Bloomington, MN

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