
Loan Administrator Resume

Job Objective

Seeking Loan Administrator position with a quality organization in which to use my skills and special abilities to contribute to the growth of the organization.

Highlights of Qualifications:

- Remarkable experience in Loan administration
 - Huge knowledge of secondary Loan Trading
 - Deep knowledge of commercial lending agreements
 - Familiarity with credit administration, payments and banking
 - Amazing ability to manage in multitasking environment
 - Outstanding ability to manage in a team
 - Excellent PC and math skills
-

Professional Experience:

Loan Administrator
Urban Trust Bank, Tiburon, CA
November 2007 – Present

- Assisted loan officers and evaluated loan documents.
- Managed execution of partial releases.
- Assessed title commitments and surveys.
- Monitored systems and analyzed appraisal and environmental reports.
- Supervised participations and aided underwriters.
- Analyzed loan documents and coordinated with Relationship Manager and Underwriter.
- Maintained monthly Income and Expense Log.

Loan Administrator
Third Federal Savings & Loan Association, Tiburon, CA
December 2003 – October 2007

- Aided as contact for borrower and lender.
 - Managed servicing transfers and executed loan setup.
 - Evaluated assigned loans and coordinated payment processing.
 - Executed insurance administration and evaluated property taxes.
 - Analyzed reserve draws requests and handled Adjustable Rate Mortgage loans.
 - Prepared the monthly, quarterly, annual certifications for (Tax, Insurance, UCC's) as required.
 - Reviewed UCC's and perform administration of Letters of Credit.
-

Education:

Bachelor's Degree in Finance
Merrimack College, North Andover, MA

[Build your Resume Now](#)