
Loan Clerk Resume

Job Objective

To obtain a Loan Clerk position and to contribute to the success and reputation of the company.

Work Experience:

Loan Clerk, May 2004 – Present
Accountemps, Somerville, NJ

- Performed clerical duties including record keeping.
- Contributed to contact clients; answered phones and processed payment.
- Prepared funding requests; updated daily prices for positions; created and maintained credit files.
- Managed mandatory time-sensitive documents.
- Coordinated with custodians, agents, trustees and portfolio managers to execute settlement processes.
- Ensured accurate and timely circulation of all documentation necessary to close trades.

Loan Clerk, March 2002– April 2004
CME Group, Somerville, NJ

- Delegated research and resolved trading, accounting and custody issues.
 - Tested and implemented process improvements working directly with IT.
 - Reconciled positions with agents and custodian banks.
 - Assisted the loan servicing department.
 - Administered model leverage loan facilities in trading and analytical system.
 - Managed to type, file and research information; proof read; made copies; and answered telephones.
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Summary of Qualifications:

- Basic knowledge of residential mortgage lending
 - Deep knowledge of pricing and underwriting requirements of various mortgage insurance companies
 - Outstanding ability to analyze financial information
 - Solid interpersonal and negotiation skills
 - Ability to build quality customer relationships
 - Excellent ability to perform duties such as filing, typing, faxing and answering phone
 - Typing speed of 50 W.P.M
 - Ability to handle multiple tasks
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Education:

Associate Degree in Commerce, Owens Community College, Perrysburg, OH

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