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## Loan Coordinator Resume

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### Job Objective

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

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### Work Experience:

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Loan Coordinator, August 2005 – Present  
Jet, Inc., Lemoyne, NE

- Analyzed documents for acceptability of loan conditions.
- Followed up on underwriting conditions with clients.
- Comprehended the Loan Process through closing.
- Maintained open communication with clients, Loan Officers and internal staff.
- Supported the Commercial Lending Staff with coordinating documentation for all loan closings.

Loan Coordinator, May 2000 – July 2005  
Liberty Corporation, Lemoyne, NE

- Processed loan application and handled a high volume pipeline.
  - Ensured all documentation is complete and audited all documents.
  - Communicated with applicable parties regarding status.
  - Maintained department turn-time standards.
  - Produced up-front disclosure documents and send to clients.
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### Summary of Qualifications:

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- Profound knowledge of mortgage sales and processing
  - In-depth knowledge of Mortgage Loan Process and conventional programs and guidelines
  - Proficient with basic accounting (debits & credits)
  - Exceptional ability to build and sustain relationships with customers through marketing techniques
  - Immense ability to proactively manage files in a pipeline
  - Strong ability to prioritize workload in a fast paced environment
  - Excellent verbal and written communications skills
  - Exceptional communication skills and phone presences
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### Education:

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Bachelor's Degree in Finance, Niagara University, New York, NY

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