
Loan Document Specialist Resume

Job Objective

Professional Loan Document Specialist in search of a highly established firm that will allow me to further boost my career in this field.

Highlights of Qualifications:

- Admirable experience in handling mortgage loan documents
 - Operational knowledge of Microsoft Office applications
 - Profound knowledge of mortgage principles
 - Remarkable ability to perform regular background checks on criminals
 - Exceptional ability to check history and provide references
 - Skilled to manage project effectively
-

Professional Experience:

Loan Document Specialist
Aerotek Professional Services, Detroit, MI
May 2006 – Present

- Prepared all loan documents for complex loan packages and ensured compliance with company policies and procedures.
- Assisted in processing all loan products and ensured compliance.
- Developed property documents, analyzed applications and prepared paperwork according to policies.
- Evaluated documents and administered teams for verification.
- Managed loan member team and assigned new loan accounts to all.

Loan Document Specialist
Spherion Staffing Services, Detroit, MI
March 2003 – April 2006

- Evaluated all loan disbursement requests and ensured timely resolution.
 - Prepared required loan documents and maintained records for same.
 - Monitored customer inquiries and responded to all inquiries for same.
 - Administered in processing forms and assisted in coding and renewal for process.
 - Provided optimal level of customer services and ensured optimal quality of services.
 - Ensured records according to department procedures and regulations.
-

Education:

High School Diploma
Dumas High School, Dumas, AR

[Build your Resume Now](#)