

---

# LOAN OFFICER ASSISTANT RESUME

---

## Objective:

To obtain a Loan Officer Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

---

## Summary of Skills:

- Ability to understand the needs of the borrower
- Remarkable experience in marketing and advertising
- Profound knowledge of organizing and tracking active loans

---

## Work Experience:

Loan Officer Assistant  
Pulaski Bank, Las Vegas  
August 2005 to till date

- Organized and tracked all active loans
- Monitored the status of each loan file.
- Obtained borrower applications and pre-qualification documents.
- Reviewed required forms & obligatory documents.
- Handled all commission accounting and assisted in processing.

Loan Officer Assistant  
First Community Bank, Las Vegas  
May 2000 to July 2005

- Facilitated application process by interfacing with customer in completing the process.
- Identified potential problems.
- Coordinated and managed marketing to buyers, sellers, realtors and builders.

---

## Education:

Bachelor degree in Finance  
University of South Alabama, Mobile, AL

[Build your Resume Now](#)