

LOAN PROCESSOR RESUME

Loan processors are also commonly known as loan clerks or loan interviewers. These individuals are tasked with obtaining all the information needed to complete a loan application and see it through the approval process. Loan processors don't usually need anything more than a high school education or the equivalent, but they do need to have a strong attention to detail, good recordkeeping skills, and the ability to maintain strong confidentiality about the personal information they will receive as part of this job.

A loan processor resume can have some details about your educational history, especially if you have significant academic training in a related field like business administration or finance. Most resumes in this area, though, will focus on relevant work experience and strong professional qualities. Three loan processor resume format options are provided below, each using a different level of expertise so you can see how different backgrounds can all be made appealing to potential employers.

Entry-Level Resume

As you enter this field, you can focus on your ability to handle many tasks at once, communicate well with others, and work within the legal guidelines of the loan process. In addition, prior experience in financials or communications can help. Tracy Little, the candidate in the loan processor resume example provided below, has some previous financial experience which should help her to impress a potential employer.

Tracy Little

76 Stormpoint Road
Baltimore, MD 21117
Mobile: 410-432-8741
[email]

OBJECTIVE:

Highly detail-oriented and organized loan processor candidate seeking a position that will provide a fast-paced, challenging environment and which will utilize my skills in financial information management, research, and communication services.

SUMMARY:

- Very well organized
- Knowledge of loan processes and financial transactions
- Excellent communication skills
- Strong financial management, accounting, and loan interviewing abilities
- Highly motivated and very interested in making sure that both the organization and the individual benefit from the loan process.

EDUCATION:

High School Diploma, June 2014

Halston Community Academy, Baltimore, MD

Graduated with B+ grade average

Courses Included:

Mathematics
Finance
Psychology
Fundamentals of Business
Computer Science
Communication Sciences
Mid-Level Professional Resume

As your work experience grows, your resume will need to change. No longer will you rely on your education and a few professional qualities. Instead, you will have a good base of prior work experience that should begin to emerge in the spotlight. Note the way in which the loan processor resume sample below begins to focus on Ms. Black's work history, providing a potential employer with concrete proof that she is every bit as good as her resume claims she is.

FRIEDERIKE BLACK

Phone: (410) 549-4100 | [email]
55 Lower Newton Street | Baltimore, MD 21117

DETAIL-ORIENTED LOAN PROCESSOR

Highly organized, self-motivated, and possessing a solid knowledge of financial and loan management.

SUMMARY:

- Extremely organized and capable of maintaining complex loan records.
- Familiar with mortgages, loan consolidations, and auto loans.
- General knowledge of all major consumer loans.
- Attentive to detail and capable of multitasking.
- Excellent technical communication abilities.

EXPERIENCE:

DAWSON LENDING GROUP, Baltimore, MD
Loan Processor, 1/2013 to Present

EDUCATION

Maryland Community College, Annapolis, MD
Associate of Applied Science in Finance, 5/2009

Experienced Professional Resume

The top individuals in their field tend to work their way through years of job experience to reach a position where their resume speaks for itself. Even then, a good loan processor resume is essential in order to get enough attention to land a face-to-face interview. The loan processor sample resume provided below introduces Ms. Walters, a candidate with almost ten years of experience but who still leads with a description of her professional qualifications first.

Jennifer Walters

[email]

27 Ditko Lane | Baltimore, MD 21117

Home: 410.213.8520 | Cell: 410.951.1304

LOAN PROCESSOR | DETAIL-ORIENTED AND FINANCIALLY RESPONSIBLE

Very organized and motivated loan processor with excellent communication skills. Thorough knowledge of the loan application, evaluation, and payment system. Ability to evaluate clients effectively and provide fiscally sound loan advice as needed.

Core Knowledge and Skills:

- Loan applications
- Car loans
- Credit checks
- Accounting
- Mortgages
- Debt consolidation loans
- Financial management
- Client communication

Loan Processor, Besson Mortgage Group
2011-2015

Loan Processor, Quinzel Lending Group
2009-2011

Loan Processor, Omenoa Lenders
2008-2009

Associate of Applied Science, Winston Community Academy
Graduated with an AAS in Financial Management
Grade Point Average: 3.3 on a 4.0 scale
2005-2008

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