

---

## Loan Servicing Specialist Resume

---

### Job Objective

Seeking position as a Loan Servicing Specialist in which my abilities as a specialist can be utilized to the fullest

---

### Highlights of Qualifications:

---

- Experience in real estate transactions for various residential properties
  - Deep knowledge of business software
  - Exceptional knowledge of mortgage banking and real estate
  - Remarkable ability to adapt to different situations
  - Deep ability to multi task and perform work in high volume environment
  - Excellent skills to analyze situations and make decisions
  - Skilled to interpret all payment related numbers
  - Proficient in working in a fast paced environment
- 

### Professional Experience:

---

Loan Servicing Specialist  
Convergenz, LLC, Slaughters, KY  
May 2006 – Present

- Supervised efficient work of staff and ensured achievement of all goals in firm assets and financial risk.
- Prepared accurate reports and evaluated it on a regular basis.
- Assisted customers with all firm guidelines and informed about al servicing requirements.
- Monitored all customer inquiries and screened incoming calls to ensure customer satisfaction.
- Maintained good relationships with both internal and external customers and analyzed requirements.
- Evaluated all processes and procedures and maintained records of current processes and procedures.
- Provided technical support to technology team and carried tests on systems.
- Participated in efficient working of various complex projects.

Loan Servicing Specialist  
SECU, Slaughters, KY  
March 2003 – April 2006

- Maintained loan disbursements records and reviewed it on a regular basis for renewals.
  - Monitored loan draw requests and coordinated with various teams for disbursements for same.
  - Ensured compliance to government regulations in processes.
  - Administered data into loan systems and checked it accuracy.
  - Managed inquiries from customers and responded in an efficient and timely manner.
  - Generated and prepared business reports.
- 

### Education:

---

Bachelor's Degree in Business Management  
Smith College, Northampton, MA

[Build your Resume Now](#)