
Loan Specialist Resume

Job Objective

Experienced Loan Specialist looking for work within the qualifying field in order to fill a need within the company.

Highlights of Qualifications:

- Admirable in processing commercial loans and underwriting process
 - Profound knowledge of loan systems and principles
 - Thorough knowledge of market laws and related practices
 - Immense ability to manage complex loan portfolios
 - Exceptional ability to work on various business equipments and computer applications
 - Skilled to perform basic math
 - Excellent skills in computer systems
 - Solid understanding of banking process
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Professional Experience:

Loan Specialist

Credit Union West, Brooklyn, NY

May 2006 – Present

- Monitored all members and ensured appropriate services and products to suit all referral requirements.
- Maintained product knowledge to provide support to all referral and selling programs as per client requirement.
- Assisted customers with all loan related paperwork and evaluated files for debt ratios.
- Administered loan applicants, conducted interviews for same and processed applications after satisfaction.
- Ensured compliance to all company policies and procedures for loan processes.
- Established effective relationships with both customers and colleagues.
- Managed all communication required with area personnel and management.
- Participated in area activities and identified problems if any.

Loan Specialist

NVR Inc., Brooklyn, NY

March 2003 – April 2006

- Prepared loan files and stored all information on computers.
 - Coordinated with customers and loan officer and ensured satisfaction.
 - Monitored all loan documents, ensured data integrity of applications submitted.
 - Developed and drafts all closing documents and evaluated lock information.
 - Prepared loan applications and provided details to FHA and VA.
 - Administered approval of loans and informed parties as appropriate.
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Education:

High School Diploma

Liberty High School, Madera, CA

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