
Mortgage Administrator Resume

Job Objective

To use my ability to work well with people and special skills to fill a Mortgage Administrator position with right organization.

Highlights of Qualifications:

- Highly experienced as loan administrator
 - Huge knowledge of CPA, Bank Act regulations and Lending Criteria
 - Steep knowledge of customer service principles, IT systems and software
 - Familiarity with Post completion mortgage process
 - Amazing ability to interpret mortgage legal documents
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Professional Experience:

Mortgage Administrator
Nationstar Mortgage, Cleveland, OH
November 2007 – Present

- Imparted service to Society's customers.
- Formulated mortgage applications and evaluated processes.
- Extended assistance to Society's staff, Intermediaries and Solicitors.
- Coordinators with mortgage underwriters.
- Maintained manual and system records.

Mortgage Administrator
Amerisave Mortgage Corporation, Cleveland, OH
December 2003 – October 2007

- Reviewed new Mortgage Applications.
 - Maintained case notes and history.
 - Evaluated documentation and references.
 - Aided as principle contact point for brokers and lenders.
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Education:

Bachelor's Degree in Commerce
Lamar University, Beaumont, TX

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