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## Mortgage Advisor Resume

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### Job Objective

To secure a position with an organization in which my Mortgage Advisor skills and abilities will be used to enhance the growth of the organization.

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### Highlights of Qualifications:

- Huge knowledge of the mortgage industry from underwriting to standard policies
  - Familiarity with FNMA, FHLC, FHA, and VA guidelines
  - Proficient in CPI, Alltel, First Data, PHH software systems and MS Office Suite – Excel, MS Access and Word
  - Good understanding of underwriting criteria and guidelines
  - Ability to guide borrowers on loan procedure
  - Sound communication and negotiation skills
  - Ability to recommend structures to external and internal clients and facilitate change
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### Professional Experience:

Mortgage Advisor, August 2005 – Present  
Mortgage Loan Origination, Lawndale, NC

- Advised about achieving Wealth Management goals through loan volume origination.
- Structured and priced new mortgage opportunities.
- Coordinated internal credit approval process.
- Participated in credit meetings and provided industry and client knowledge to the credit discussion.
- Trained integrated team members to discuss mortgage solutions with clients.
- Trained less experienced Mortgage Advisors to reach their fullest potential.

Mortgage Advisor, May 2000 – July 2005  
PHH Mortgage Import, Lawndale, NC

- Generated loan volume and closed loans through sales and marketing activities.
  - Promoted mortgage products, services, and programs.
  - Referred mortgage loans to customers.
  - Conducted lead generating and client service activities.
  - Attended meetings, trainings and other outside business generating activities.
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### Education:

Bachelor's Degree in Finance, Tarrant County College, Fort Worth, TX

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