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# MORTGAGE ASSISTANT RESUME

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## Objective:

To obtain the Mortgage Assistant position that will expand and develop my skills.

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## Summary of Skills:

- Remarkable administrative and clerical experience
  - Sound knowledge of the procedures administering mortgage of all types of properties
  - Ability to interpret and apply verbal and written instructions
  - Ability to exercise sound judgment and demonstrate initiative
  - Proficiency with PCs including database and word processing software applications
  - Ability to identify and execute priorities with a sense of urgency
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## Work Experience:

Mortgage Assistant  
Bank of Hawaii, Romeoville, IL  
August 2005 to till date

- Performed verification of loan file documents.
- Reviewed processes and procedures to ensure compliance.
- Reported findings and exceptions and problems to management.
- Performed annual Home Mortgage Disclosure Act (HMDA) audit.
- Initiated the ordering of Appraisal, Termite and Flood.

Mortgage Assistant  
MetLife, Romeoville, IL  
May 2000 to July 2005

- Provided processing support to facilitate loan production.
  - Collected and analyzed customer financial data to suggest products.
  - Researched and adjusted complaints.
  - Ensured to copy data, compile records and generate reports.
  - Served and processed transactions on accounts.
  - Verified and reconciled data and balanced data to ensure accuracy.
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## Education:

Associate degree in Marketing  
Philadelphia University, Philadelphia, PA

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