
Mortgage Loan Specialist Resume

Job Objective

Experienced Mortgage Loan Specialist of many years seeking employment with the company to help advance in the industry.

Highlights of Qualifications:

- Hands on experience in managing self sourced business and assisting others
 - Operational knowledge of FHLC and VA regulations
 - Deep knowledge of mortgage business and its principles
 - Immense ability to multitask and prioritize work effectively
 - Exceptional ability to comprehend financial data
 - Excellent skills to manage time
 - Skilled to maintain effective interpersonal relations
 - Proficient in bilingual languages
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Professional Experience:

Mortgage Loan Specialist
MLB MetLife, Rome, GA
May 2006 – Present

- Managed all mortgage loans and ensured completion according to timelines and regulations for all processes.
- Evaluated all title requirements and ensured accuracy of information in forms.
- Prepared and maintained files evaluated all documentation for loans and updated it appropriately in loan system.
- Reviewed all credit disclosures and order title and made required appraisals.
- Managed underwriter conditions, collected and submitted to for underwriting approval.
- Performed evaluation on all loan documents and ensured accuracy in compliance to HUD -1.
- Maintained exception reports for various internal and external audits.
- Administered closing and processing of all loan applications according to legal regulations.

Mortgage Loan Specialist
AppleOne, Rome, GA
March 2003 – April 2006

- Managed processing of all closing retail mortgage loans according to established policies and procedures.
 - Administered loan portfolios of conventional and government agencies.
 - Performed processing and underwriting of all residential mortgage loans.
 - Ensured optimal levels of customer services provided by organization.
 - Maintained and prepared files for loans and managed all appraisals and credit report.
 - Evaluated all documents for submission prior to sending it to underwriters.
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Education:

Bachelor's Degree in Marketing
Clarion University, Clarion, PA

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