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## Mortgage Specialist Resume

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### Job Objective

To use my skills, training and experiences to secure a position as a Mortgage Specialist with a reputable company in the business.

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### Highlights of Qualifications:

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- Experience in managing all secondary market mortgages and retail branch banking on a regular basis
  - Huge knowledge of mortgage business and related processes
  - Deep knowledge of managing community networks
  - Remarkable ability to manage workflow in compliance to deadlines
  - Outstanding ability to manage communication between internal and external clients
  - Exceptional skills to work on Microsoft applications
  - Excellent communication and interpersonal skills
  - Proficient in managing internal databases
  - Familiarity in managing large volume of work
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### Professional Experience:

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Mortgage Specialist  
UBS Financial Services, Worthington, OH  
May 2006 – Present

- Managed loan closing documents and ensured compliance to all closing documents.
- Evaluated all approved mortgage loans and managed closing for private mortgage insurance.
- Administered appropriate documents from borrowers and real estate broker and ensured timely payments.
- Reviewed all documents for accuracy and managed all insurance forms.
- Monitored all queries regarding closing and answered it appropriately.
- Maintained records for principal payment and calculated interest.

Mortgage Specialist  
Genworth Financial, Inc., Worthington, OH  
March 2003 – April 2006

- Administered efficient working of all mortgage process and explained all bank policies and procedures.
  - Maintained knowledge of all mortgage related processes and regulations.
  - Managed monthly incremental mortgage growth.
  - Monitored all existing mortgage customers and controlled attrition.
  - Assisted organization in maintaining realtor and customer relationship.
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### Education:

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Bachelor's Degree in Finance  
Huntington University, Huntington, IN

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