

Mortgage Assistant

ROBERT SMITH

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Objective

As a Mortgage Assistant, Reviewing and verifying borrowers' income, credit reports, employment histories, property appraisals and title insurance information to prepare loan applications for underwriting submitter.

Skills

MS Office, Managing Skills, Data Entry.

Work Experience

Mortgage Assistant

ABC Corporation - 2002 - April 2005

- Answered incoming calls at the mainline.
- Resolved system loan issues via the help desk.
- Completed statistical reports.
- Initiated and created most of these tracking reports.
- Responsible for Workflow activity for loans received and transferred out of the dept.
- Assisted customers with mortgage loan rates and payments Scheduled closings with customers and title companies Prepared weekly Excel reports.
- Managed high volume loan pipelines from origination through underwriting, while managing risk and compliance at all times for BMO Harris Handle all.

Mortgage Assistant

Delta Corporation - 2000 - 2001

- Data entry, prepare letters to be sent to customers (print, sign, envelope, and mail), assist mortgage administrators with clerical work, help.
- Skills Used Use of Microsoft Office, PowerPoint, and Excel, as well as overall computer/printer/fax knowledge, communication with coworkers.
- Minneapolis, MN Provided clerical, administrative, and sales support to Home Mortgage Consultants, including answering phones, copying, collating.
- Key responsibilities included answering customer service calls regarding their loan application routinely worked closely with two senior loans.
- Maintained accurate and complete customer files Delivered conditions/files to underwriters and processors Labeled incoming faxes and sent them to .
- Temporary Assignment- Answered phones, data entry, and performed customer service.
- Copied, mailed, and distributed loan disclosures to underwriters and borrowers.

Education

GED