

JANE Q. PUBLIC

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MORTGAGE BROKER ■ MORTGAGE BANKER

*Lead Generation ■ Credit Analysis ■ Networking ■ Document Management ■ Product Knowledge ■ Customer Follow-up
Fair Lending Practices ■ Relationship Management ■ Financial Statements ■ Negotiation Skills ■ Market Awareness*

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Dynamic, personable mortgage lending and sales professional with 10 years of experience in the mortgage financing industry. Solid reputation for identifying and resolving a customer's decision barriers to close the sale. Keen understanding of the human buying motive. Strong telephone and in-person sales presence; project and maintain a highly professional image when communicating with customers and broker partners. Technically proficient in MS Word and MS Excel.

PROFESSIONAL EXPERIENCE

DONALDSON MORTGAGE – ANYTOWN, USA

Senior Loan Officer

2005 – Present

Donaldson Mortgage Company provides mortgage financing for Quantum homebuyers and Donaldson customers and is one of the nation's largest non-bank retail mortgage originators, with more than 200 offices nationwide.

- Originate commercial and residential real estate loans; establish relationships with Realtors, divorce attorneys, financial planners, and former clients to build a referral network.
- Coordinate the loan documentation process from conception to completion; take loan applications, review credit histories, and acquire tax and banking documents. Review active loans to ensure compliance to loan agreements.
- Coordinate with loan specialists and underwriters to match applicants with optimal financing products.
- Network with outside brokers to build / maintain referral relationships; generated leads and performed follow-up.

RAYNOR MORTGAGE – ANYTOWN, USA

Senior Loan Officer

2002 – 2005

Brought in 100% of business managed and sold 90% of Raynor Mortgage / National Home products.

- Established relationships with lenders for the purpose of gaining referrals.
- Secured loan applications, processed related documentation, and analysis applicant financial status.
- Educated customers on Raynor Mortgage and National Home Mortgage product lines.

MEGABUCKS FUNDING CORPORATION – ANYTOWN, USA

Loan Officer

1997 – 2001

Served as an in-house lender for Gotham Realty through Megabucks Funding Corporation.

- Built networking relationships with Realtors and other area financial professionals.
- Marketed various loan products; originated, placed, and closed loans.
 - Credited with repairing a fragile working relationship between Megabucks Funding and Gotham Realty; expanded Realtor relationship from 2 to 17 (out of 19 Realtors).

GOODALL HEALTHCARE – ANYTOWN, USA

Financial Analyst

1989 – 1997

- Prepared month-end general ledger and profit / loss statements for three clinics and two hospitals.
- Managed hospital properties and created new general ledger / accounting templates for new clinics and hospitals.
 - Teamed with other analysts to create a budget management software program used by the entire Goodall Healthcare hospital and clinic system.
 - Designed and created a business prospectus for a program to help the homeless in the Anytown area.

EDUCATION

Bachelor of Science in Business-Accounting ■ Anytown State University ~ Anytown, USA ■ 1989

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