

EMILY BROWN

Loan Officer Assistant

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☎ (123) 456-7890

📍 Naperville, IL

in [LinkedIn](#)

WORK EXPERIENCE

Loan Officer Assistant

Midwest Home Loans

📅 2018 - current 📍 Naperville, IL

- Processed an average of 44 loan applications per week using Ellie Mae, increasing loan processing efficiency by 21%.
- Assisted loan officers in achieving a 19% reduction in closing time by using Mortgage Cadence to expedite document verification.
- Implemented targeted marketing campaigns in HubSpot to **increase client engagement by 46%**.
- Streamlined document signing procedures by integrating Adobe Sign into the loan application process, which reduced errors by 28%.

Loan Underwriter

Capital Financial Group

📅 2015 - 2018 📍 Champaign, IL

- Underwrote an average of 29 mortgage applications per week using BytePro, contributing to a 31% increase in loan approvals.
- Utilized FICO Score to conduct thorough credit evaluations that ensured a **96% accuracy rate in assessing borrower risk**.
- Developed comprehensive loan underwriting guidelines to adhere to industry regulations and achieve a 98% compliance rating.
- Collaborated with loan officers and sales teams to offer guidance on loan structure which increased cross-selling opportunities by 42%.

Loan Processor

Summit Funding

📅 2012 - 2015 📍 Joliet, IL

- Reviewed an average of 37 loan applications per week, maintaining a 97% accuracy rate in documentation preparation.
- Conducted regular file audits to adhere to internal policies and regulatory guidelines, achieving a 98% audit success rate.
- Integrated e-signature functionality with Adobe Sign to achieve a 59% decrease in paper usage.
- Monitored loan pipelines to reduce bottlenecks by 34%, proactively preventing delays.

EDUCATION

Bachelors of Science
Finance

University of Chicago

📅 2008 - 2012

📍 Chicago, IL

SKILLS

- Ellie Mae
- BytePro
- Mortgage Cadence
- HubSpot
- Adobe Sign
- FICO Score
- Experian CreditWorks
- Microsoft Office