

RAY TUANO
San Sebastian University
BS in Economics

Job Title: **Senior Loan Processor**

Mie Money Mortgage
June, 2005 to present

Job Duties/Responsibilities:

- Verifies, compiles, and types application information for mortgage loans
- Reviews residential loan application file to verify that application data is complete and meets establishment standards, including type and amount of mortgage, borrower assets, liabilities, and length of employment
- Recommends that loan not meeting standards be denied
- Calls or writes credit bureau and employer to verify accuracy of information
- Types loan applications forms, using computer
- Calls specified companies to obtain property abstract, survey, and appraisal
- Informs supervisor of discrepancies in title or survey
- Submits mortgage loan application file for underwriting approval
- Types and mails approval and denial letters to applicants
- Submits approved mortgage loan file to mortgage loan officer for settlement.
- Records data on status of loans, including number of new applications and loans approved, canceled, or denied, using computer.