

# Alex Brown

Loan officer assistant with strong customer service skills

Loan officer assistant with over five years of experience providing administrative support and ensuring loan compliance. Skilled in client communications and financial data management.

AB

## CONTACT INFORMATION



(123) 456-7890



email@example.com



LinkedIn | Portfolio



Philadelphia, PA

## EDUCATION

- BACHELOR OF BUSINESS ADMINISTRATION IN BANKING AND FINANCE | UNIVERSITY OF MICHIGAN | ANN ARBOR, MI

## KEY SKILLS

- Loan processing
- Regulatory compliance
- Customer service
- Financial software proficiency

## PROFESSIONAL EXPERIENCE

SENIOR LOAN OFFICER ASSISTANT | DELOITTE, PHILADELPHIA, PA | JANUARY 2019 - PRESENT

- Assisted in processing over 500 applications, increasing approval rates by 30%
- Improved client satisfaction by 20% through exceptional service
- Maintain strict adherence to federal lending laws

LOAN OFFICER ASSISTANT | PWC, ANN ARBOR, MI | JUNE 2017 - DECEMBER 2018

- Verified loan documentation accuracy, ensuring compliance with policies
- Explained loan processes to clients, simplifying complex terms

## CERTIFICATIONS

- Certified Mortgage Banker (CMB) | Mortgage Bankers Association