



Jada Aguilar

Senior Loan Processor

Loan processor with 6 years of experience managing pipelines of up to 57 files across conventional, FHA, and VA products using Encompass, DocMagic, and DU and LP. Currently generating \$4.93M in monthly loan revenue by moving files from application through closing with complete condition packages and accurate TRID disclosures. Skilled in HMDA reporting, title and appraisal coordination, and condition clearing with verified compliance at every stage.

CONTACT INFORMATION



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Winona, MN 12345

KEY SKILLS

- Encompass LOS
- DocMagic
- DU and LP
- TRID Compliance
- FHA and VA Loan Guidelines
- HMDA Reporting
- Microsoft Excel
- Pipeline Management
- Title and Appraisal Coordination
- Condition Clearing

PROFESSIONAL EXPERIENCE

SENIOR LOAN PROCESSOR | BLUFFSIDE MORTGAGE PARTNERS, WINONA, MN

2023 – PRESENT

- Managed 57 loan files simultaneously across conventional, FHA, and VA products by prioritizing conditions in Encompass and coordinating with 6 underwriters.
- Processed a weekly loan volume averaging \$1.27M by clearing title exceptions, ordering appraisals, and collecting borrower documentation on schedule.
- Generated \$4.93M in monthly loan revenue by moving files from application through closing with complete condition packages and accurate TRID disclosures.
- Compiled weekly pipeline status reports in Microsoft Excel for branch leadership.

LOAN PROCESSOR | PRAIRIE BLUFF FINANCIAL LLC, LA CROSSE, WI

2021 – 2023

- Maintained a pipeline of 43 loan files at any given time, tracking each from initial disclosure through final closing package delivery.
- Managed weekly loan volumes of \$837,400 by gathering income, asset, and employment verifications and submitting completed packages to underwriting.
- Contributed to \$3.47M in monthly loan revenue by preparing conventional and FHA files, coordinating flood certifications, and clearing prior-to-close conditions.
- Communicated with 5 title companies and 4 appraisal firms to collect third-party reports within TRID-required timelines.

JUNIOR LOAN PROCESSOR | COULEE RIDGE LENDING INC., ONALASKA, WI

2020 – 2021

- Supported senior processors by organizing 34 loan files at a time, scanning and indexing documents in DocMagic for retrieval during underwriting reviews.
- Prepared weekly file batches totaling \$612,700 by collecting pay stubs, W-2s, and bank statements and entering data into Encompass.
- Ordered VOEs, credit supplements, and preliminary title reports for new applications, keeping FHA and conventional pipelines on schedule.

EDUCATION

- Bachelor of Science in Finance, Winona State University, Winona, MN | 2016 – 2020