# Loan Consultant Resume Template

Jamie Peterson

7657-D South Drive,

Jacksonville, Florida 8765

Phone: (786)765-5320

Jamielady56@verizon.net

**Objective:**

Responsible and honest person seeking for a position as Loan Consultant

**Summary of Qualifications:**

* Proficient accounting professional, knowledgeable in all accounting systems
* Coordinates in reviews and analyze current requirements
* Developed appropriate systems to meet changing conditions
* Considerable ability to communicate effectively, both oral and written
* Adept in computer systems and applications
* Good rapport to clients
* Ability to multitask and conducts trainings
* Flexible and detail oriented

**Career Experiences:**

2008-2011**: Loan Consultant**; Right Loans Inc.; Florida

* Counsel clients with excessive borrowing and spending
* Contact borrowers who have delinquent accounts and or negotiate repayment options
* Arrange suitable options for creditors
* Refer loans to be approved by the loan committee
* Establish payment priorities in order to reduce clients’ overall expenditure
* Submit applications to the credit analyst for recommendation and verification
* Analyze potential markets for promoting loans

2004-2007: **Assistant Loan Officer**; Click Financial Services; Florida

* Maintaining current knowledge in credit regulations
* Assist clients for referral to loan committee for approval
* Submit applications for credit analysts for verification and recommendations
* Receive and maintain good rapport to prospective clients
* Locate debtors using post office directories, account listings and mailing lists
* Maintain and update monthly the  data base of clients
* Assist in arranging maintenance and liquidation of delinquent properties
* Assist in reviewing accounts for collection

**Education**: 2000-2004: Bachelor of Science in Financial Management: University of Florida

Professional references would be furnished upon request