

Aisha Khan

aisha.khan@example.com • (555) 123-4567 • Atlanta, GA • linkedin.com/in/aishakhan

SUMMARY

Detail-oriented Mortgage Loan Officer with over 5 years of experience in helping clients secure financing for residential properties. Proven track record of increasing loan approval rates by 30% through exceptional customer service and financial analysis skills.

EXPERIENCE

Mortgage Loan Officer

Jan 2022 - Present

Bank of America, Atlanta, GA

- Increased loan origination volume by 40% within the first year, contributing \$10 million to the branch's loan portfolio.
- Successfully managed a pipeline of over 60 loans simultaneously, ensuring timely closings and customer satisfaction scores above 95%.
- Implemented a new CRM system that reduced document processing time by 25%, enhancing client communication and efficiency.

Junior Mortgage Loan Officer

Jun 2019 - Dec 2021

Wells Fargo, Atlanta, GA

- Assisted in closing over \$15 million in loans, achieving recognition as a top performer in the Southeast region.
- Developed strong relationships with real estate agents and clients, driving a referral business growth of 20%.
- Streamlined the loan application process, reducing average application turnaround time by 15 days.

Loan Processor

Aug 2017 - May 2019

Quicken Loans, Atlanta, GA

- Processed over 100 loan applications per month with an accuracy rate of 99%, minimizing rework and client delays.
- Collaborated with underwriters to evaluate financial documents, which improved loan approval rates by 10%.
- Trained new staff on processing software and compliance regulations, enhancing team productivity.

EDUCATION

Bachelor of Science in Finance

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Loan Origination Software, Financial Analysis, Credit Risk Assessment, Regulatory Compliance

Tools & Frameworks: Encompass, Salesforce, Microsoft Excel