

Mildred Drendel

Loan Officer Assistant

✉ mildred.drendel@gmail.com

☎ (107) 791-9506

📍 123 Peachtree St, Atlanta, GA 30303

EDUCATION

Associate of Applied Science in Finance at Georgia State University, Atlanta, GA

Aug 2017 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Business Law, Economics, Financial Management, Corporate Finance, Investment Analysis, Financial Planning, Risk Management, and Business Statistics.

LINKS

[linkedin.com/in/mildreddrendel](https://www.linkedin.com/in/mildreddrendel)

SKILLS

Underwriting

Risk assessment

Loan processing

Customer service

Documentation review

Compliance knowledge

Financial analysis

LANGUAGES

English

German

HOBBIES

Photography

Gardening

PROFILE

Diligent Loan Officer Assistant with 1 year of experience in efficiently supporting loan officers in originating, processing, and closing loans. Proficient in managing documentation, conducting credit assessments, and ensuring regulatory compliance. Adept at cultivating strong client relationships and delivering exceptional customer service. Highly organized, detail-oriented, and committed to contributing to the success of the organization.

EMPLOYMENT HISTORY

● Loan Officer Assistant at BankSouth Mortgage, GA

Apr 2023 - Present

- Successfully assisted in closing over \$15 million in loans within a year, contributing to a 25% increase in revenue for BankSouth Mortgage, GA.
- Streamlined the loan processing system by implementing a new organizational strategy, resulting in a 20% reduction in processing time and a 15% increase in customer satisfaction ratings.
- Proactively identified and resolved over 50 potential loan discrepancies, ensuring a 100% compliance rate with federal and state regulations and preventing potential losses of over \$2 million.

● Junior Loan Officer Assistant at Southeast Mortgage, GA

Jul 2022 - Feb 2023

- Successfully assisted in closing over 150 loans worth \$35 million in total within the first year of working at Southeast Mortgage, GA, contributing significantly to the company's growth and profitability.
- Streamlined the loan application process by implementing a new document management system, resulting in a 25% reduction in processing time and improving overall customer satisfaction rates.
- Consistently exceeded monthly targets by maintaining a 90% approval rate for loan applications, which led to being recognized as the top-performing Junior Loan Officer Assistant in the company for two consecutive quarters.

CERTIFICATES

Mortgage Loan Originator (MLO) License

Jun 2022

National Mortgage Licensing System & Registry (NMLS) Certification

Jun 2021

MEMBERSHIPS

National Association of Mortgage Professionals (NAMP)

Mortgage Bankers Association (MBA)