

AUSHA KOKESCH

Mortgage Loan Processor

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(866) 996-2268

123 Maple Street, Burlington, VT 05401



PROFILE

Mortgage Loan Processor with 1 year of experience in efficiently managing loan applications, documentation, and client communication. Proficient in utilizing mortgage software and adhering to industry regulations, with a strong commitment to accuracy and customer satisfaction. Demonstrated ability to work in fast-paced environments, ensuring timely processing and approval of loan applications. Exhibits excellent communication and organizational skills, contributing to a streamlined loan processing experience.

LINKS

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

SKILLS

Underwriting

Appraisal

Compliance

Risk Assessment

Loan Origination Software (LOS)

Document Verification

Customer Service

LANGUAGES

English

Russian

HOBBIES

EMPLOYMENT HISTORY

Mortgage Loan Processor at Spruce Mortgage, VT

Mar 2023 - Present

- Processed over 500 mortgage loan applications within a year, resulting in a 95% approval rate and contributing to a 20% increase in revenue for Spruce Mortgage, VT.
- Successfully managed a pipeline of 75+ active mortgage loan applications, ensuring timely processing and closing within company guidelines, leading to a 90% on-time closing rate.
- Implemented new loan processing software that streamlined the application process, reducing average processing time by 25% and increasing customer satisfaction ratings by 15%.
- Identified and resolved issues in loan files that led to a 30% reduction in underwriting conditions, resulting in faster approvals and increased efficiency for the team.

Associate Mortgage Loan Processor at Vermont Mortgage Company, VT

Aug 2022 - Jan 2023

- Successfully processed over 150 mortgage loan applications within a year, contributing to a 20% increase in revenue for Vermont Mortgage Company.
- Expedited the loan processing time by 25% by implementing efficient workflow processes and utilizing advanced software tools, resulting in increased client satisfaction and repeat business.
- Identified and resolved over 100 discrepancies in loan applications, ensuring full compliance with industry regulations and preventing potential financial risks to the company.
- Collaborated with a team of loan officers and underwriters to achieve a 95% loan approval rate, surpassing company targets and contributing to Vermont Mortgage Company's strong market position in VT.

EDUCATION

Associate of Applied Science in Mortgage Banking at Champlain College, Burlington, VT

Sep 2018 - May 2022

Relevant Coursework: Mortgage Lending Principles and Practices, Real Estate Finance, Loan Processing and Underwriting, Mortgage Law and Compliance, Residential Mortgage Loan Servicing, and Mortgage Banking Technology.

CERTIFICATES

Certified Mortgage Processor (CMP)

Sep 2021