Kevin Delgado

Loan Operations Specialist

Denver, CO • (303) 555-0151 • kevin.delgado@email.com
linkedin.com/in/kevindelgado

SUMMARY

Loan operations specialist with 5 years in community bank loan operations, handling loan boarding and maintenance for commercial and consumer loans in the core banking system. Reviews loan documentation for accuracy, completes general ledger reconciliation and supports regulatory compliance exams with clean files. Builds Microsoft Excel reports that track 1,200 maintenance items a month.

EDUCATION

Bachelor of Science 05/2021

University of Colorado Denver Denver, CO

Finance

EXPERIENCE

Loan Operations Specialist 02/2023 - Present

Front Range Community Bank Denver, CO

Community bank with $1.6B in assets and 22 branches.

- Process **140** new commercial and consumer loans a month in the core banking system from approved documents.
- Verify loan documentation against approvals, correcting rate, maturity and payment errors before loans go live.
- Balance 12 loan general ledger accounts daily and clear any variances within 2 business days.
- Handle rate changes, payoffs and escrow updates, keeping the maintenance queue under 48 hours.

Loan Operations Clerk 05/2021 - 01/2023

Pikes Peak Savings Bank Colorado Springs, CO

Savings bank with 7 branches in southern Colorado.

- Scanned and indexed 600 loan documents a week with 99% indexing accuracy in quality checks.
- Tracked missing documents and insurance exceptions in Microsoft Excel for 9 commercial lenders.
- Prepared participation and payoff letters in Word for loan officers and borrowers.
- Researched 30 payment posting questions a month and corrected loan histories in the core system.

SKILLS

Loan Operations • Loan Documentation • Loan Boarding • Core Banking System • General Ledger Reconciliation
Regulatory Compliance • Microsoft Excel • Word • Problem-Solving • Attention to Detail

CERTIFICATES

Loan Operations Certificate

Colorado Bankers Association

09/2024