Andre Coleman

MORTGAGE LOAN PROCESSOR

Dallas, TX (214) 555-0164 andre.coleman@email.com linkedin.com/in/andrecoleman

Summary

Mortgage loan processor with 4 years at independent lenders, managing 35 to 45 conventional, FHA and VA files at a time. Knows the full mortgage lending process from disclosure through clear to close and builds files to FNMA guidelines in Encompass and Desktop Underwriter. Closes on time through steady time management and daily borrower contact.

Skills

- **Mortgage Lending Process**
- **FNMA Guidelines**
- **FHA Loans**
- **Encompass**
- **Desktop Underwriter**
- **TRID**
- **Outlook**
- **Microsoft Office**
- **Time Management**
- **Attention to Detail**

Experience

Mortgage Loan Processor 01/2024 - Present

Lone Star Residential Mortgage Dallas, TX

Independent mortgage lender funding about $900M a year in Texas and Oklahoma.

- Process **20** conventional loans, FHA loans and VA loans a month from submission to clear to close.
- Run Desktop Underwriter findings and match income, assets and credit on every file to FNMA guidelines before underwriting.
- Resolve 85% of underwriting conditions within 24 hours by requesting documents through the borrower portal.
- Coordinate title, appraisal and closing dates with agents and escrow officers, keeping 94% of closings on schedule.

Loan Setup Specialist 07/2022 - 12/2023

Trinity Crest Mortgage Irving, TX

Retail mortgage lender with 3 branches in the Dallas-Fort Worth area.

- Set up 60 new loan files a month in Encompass, ordering credit, flood and employment verifications.
- Sent initial disclosures within 3 business days on every file, with zero TRID cures in 4 quarterly audits.
- Logged missing documents in Outlook and Microsoft Office trackers shared with 12 loan officers.
- Checked 1003 applications against credit reports and corrected data errors before files reached processing.

Education

Bachelor of Business Administration 05/2022

University of North Texas Denton, TX

Finance

Certificates

Certified Mortgage Processor (CMP) 06/2024

National Association of Mortgage Processors