

Craig Wilson

GOVERNMENT LOAN PROCESSOR

(614) 555-4567

craig.wilson@gmail.com

United States, Columbus, OH

SKILLS

Loan Processing Fundamentals Expert

Basic Understanding of Government Loan Programs Expert

Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) Expert

Strong Time Management Skills Expert

Effective Communication and Customer Service Expert

Attention to Detail and Accuracy Expert

HOBBIES

- Personal Finance Blogging
- Playing Chess

PROFESSIONAL SUMMARY

Recent finance graduate with a strong academic foundation in mortgage and business administration, seeking an entry-level Government Loan Processor position. Eager to leverage my knowledge of loan processing, financial analysis, and regulatory compliance gained through internships and volunteer work.

EDUCATION

2020 - 2024

Bachelor of Science in Finance

Ohio State University / United States, Columbus, OH

- Relevant Coursework: Mortgage Finance, Financial Analysis, Risk Management, Accounting Principles
- GPA: 3.8/4.0
- Dean's List: Fall 2022, Spring 2023

2020 - 2022

Associate Degree in Business Administration

Columbus State Community College / United States, Columbus, OH

EXPERIENCE

June 2023 - August 2023

Intern, Loan Processing Department

Goodwill Company / United States, Columbus, OH

- Assisted with processing mortgage applications, including document collection and verification.
- Gained experience in reviewing loan documentation, credit reports, and compliance checks.
- Supported senior loan processors with administrative tasks and data entry.
- Developed skills in using loan origination software and understanding mortgage regulations.

VOLUNTEERING EXPERIENCE

September 2022 - October 2023

Volunteer Financial Advisor

Columbus Financial Literacy Program, Columbus, OH

- Provided financial education and guidance to community members, including advice on budgeting, savings, and debt management.
- Assisted with workshops and seminars on financial literacy, contributing to community outreach and education.