

**Nancy Velez-Risper**  
**Mortgage Loan Processor**

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**Objective:**

Seeking a position that will best utilize my experience as a loan processor and provide me with the opportunity for advancement.

**Experience:**

**2005- Present**  
**Loan Processor**

**Alpha Mortgage USA, Dallas, TX**

- Process sub prime, prime, construction, some FHA residential loans in Genesis.
- Maintain daily pipelines.
- Interfacing with lenders, closing agents, account executives, underwriters, managers and investors.
- Responsible for ordering appraisals, titles and credit reports, payoffs, HOI and schedule closings.
- Developed relationships and maintained strong customer service.
- Responsible for verification of employment, rent, mortgage, and deposits.
- Assisted with post closing deficiencies.

**2004- 2005**  
**Loan Processor**

**Mortgage IT, Dallas, TX**

- Register, input and process sub prime, A paper, and FHA residential loans in Calyx Point.
- Maintain daily pipelines.
- Interfacing with lenders, closing agents, account executives, underwriters, managers and investors.
- Responsible for ordering appraisals, titles and credit reports and schedule closings.
- Developed relationships and maintained strong customer service.
- Responsible for verification of employment, rent, mortgage, and deposits.
- Assisted with general administrative functions.

**2003-2004**  
**Wholesale Loan Processor**

**Concorde Acceptance Corp., Dallas, TX**

- Registered, input and processed sub-prime, non -conforming residential home loans.

