

 (555) 555-1212

 shawnadams@gmail.com

 Houston, TX

LinkedIn: /in/shawnadams

EDUCATION

Bachelor of Business Administration (BBA) in Finance

University of Houston, TX

Graduated: 2024

SKILLS

- Loan Documentation & Processing
- Credit Analysis
- Regulatory Compliance
- Mortgage Underwriting Systems (Encompass)
- Data Entry & Detail-Oriented
- Strong Communication & Customer Service Skills

SHAWN ADAMS

MORTGAGE UNDERWRITER

PROFESSIONAL SUMMARY

Motivated and detail-oriented Entry-Level Underwriter with a solid background in finance and a passion for mortgage lending. Equipped with strong analytical skills and familiarity with underwriting processes, eager to contribute to the success of a forward-thinking lending institution.

EXPERIENCE

- June 2024 - Now

Underwriting Assistant

Guild Mortgage Company / Houston, TX

- Assist senior underwriters in reviewing loan applications, credit reports, and supporting documentation.
- Perform preliminary analysis of borrower creditworthiness and loan eligibility, ensuring compliance with basic underwriting guidelines.
- Coordinate with loan officers and clients to gather missing information or resolve discrepancies.
- Manage loan files and ensure all documentation is up-to-date and meets regulatory requirements.

- January 2024 - May 2024

Mortgage Loan Processor (Intern)

Caliber Home Loans / Houston, TX

- Supported the mortgage team by processing loan applications, reviewing borrower documents, and maintaining communication with clients.
- Assisted in gathering financial and credit information to ensure loans met underwriting standards.
- Provided administrative support in organizing loan files and tracking progress through the approval process.

VOLUNTEER EXPERIENCE

- October 2022 - Now / Houston Financial Literacy Nonprofit

Volunteer Financial Advisor

- Provide free financial education workshops to low-income families, focusing on budgeting, credit repair, and mortgage readiness.
- Assist in preparing educational materials and lead group discussions to improve participants' understanding of the mortgage process.