

# Andrew K. Zeiger

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1601 East Jackson Blvd  
Elkhart, IN 46156

**zeiger22@gmail.com**  
574-849-5012

## EDUCATION

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**Indiana University, College of Liberal Arts & Sciences**  
Major: General Studies

December 2016

## WORK EXPERIENCE

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**Ruoff Mortgage**  
*Loan Officer*

*Elkhart, IN*  
*October 2019-Present*

- Recommends loan solutions in accordance with lending guidelines and clients' requirements.
  - Manages a portfolio of customer relationships. Seeks prospective opportunities to retain and/or develop new clients. Responsible for sales calls.
  - Develops and prepares loan solutions and refers products and services; reviews documentation to ensure compliance. Manages customer pipeline for efficiency.
  - Collaborates with internal and external stakeholders to complete mortgage transactions.
  - Collects and analyzes customer financial information for multifaceted and/or complex borrowers.
  - Promote Ruoff brand through marketing activities; support and reinforce those actions and behaviors that enhance the brand
  - Provided guidance to borrowers on loan processing flow including an introduction to assigned loan processor
  - Mortgage support on loan production at/above required volumes
  - Taken and completed 2 hour review of Michigan Mortgage Law
  - Taken and completed 20 hour S.A.F.E. Comprehensive Applying Mortgage Knowledge
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**Caliber Home Loans**  
*Loan Officer*

*Mishawaka, IN*  
*February 2017-October-2019*

## SKILLS AND QUALIFICATIONS

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- Licensed to Produce Loans in Indiana and Michigan
- Proficient in Prezi, Microsoft Word, Excel, and PowerPoint
- Time Management, Multi-Tasking, Adaptability, Willingness to Travel