

# JESSICA CLAIRE

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## Summary

I am enthusiastic and have a desire to learn everything I can. I am a fully engaged employee seeking a new opportunity in the mortgage industry. I work hard. I strive to learn. I am open, honest, respectful, and candid.

## Skills

- Working knowledge of federal regulations related to mortgage lending
  - React and respond to critical demands with deadlines
  - Maintain composure under pressure
- Dependable
  - Attention to detail
  - Self motivated
  - Organization
  - Word/Excel/Outlook
  - Problem solving/Analytical skills

## Experience

**Compliance Testing Officer**, 04/2017 to Current

**Bank Of The West** – Derby, KS

- Responsible for the development and implementation of internal audits through transactional testing and research to ensure compliance with policies/ procedures with state and federal laws/regulations
- Assist with Federal Regulatory examinations

**Loan Operations Banking Officer**, 07/2013 to 04/2017

**Deutsche Bank** – Manila, AR

- Supervise and train loan review personnel and coordinate all activity related to the review and imaging of consumer, commercial, and residential real estate loan documents
- Ensure integrity of data for Call Report preparation
- Board reports preparation
- Process Non-Accrual, Charge-Off, OREO, and Bankruptcy

**Loan Operations**, 2002 to 07/2011

**Valley National Bank** – City, STATE

- Ensure compliance with lending laws, regulations, and bank policies
- Ensure perfection of collateral
- Responsible for ensuring all technical and collateral exceptions are identified and tracked
- Process participations purchased/sold
- Balance lending General Ledgers
- Process loan payments

## Education and Training

Continuing Education on current banking regulations

Various seminars, webinars, or schools on loan documentation and lending compliance, management training, and Excel

Compliance School, 2007

**Oklahoma Bankers Association**

**Certificate of Completion:** Accounting, Administration, Data Entry, 1997

**Career Point Business School** - Tulsa, OK

1996

**Glenpool High School** - Glenpool, OK