

# 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