

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

High-achieving commercial and agricultural loan officer successful in growing and managing a loan portfolio exceeding \$30+ million dollars while providing excellent customer service and exhibiting strong analytical and communication skills.

SKILLS

- Customer-oriented
- Strong interpersonal skills
- Proficient in many types of accounting systems and software
- Negotiation skills
- Top-rated sales performance
- Advanced financial analysis
- Superior time management

WORK HISTORY

05/1998 to 01/2002 **Commercial and Agricultural Loan Officer**

First Midwest Bank, N.A. – City, STATE

Responsible for the growth and management of a \$15 million loan portfolio primarily consisting of individual farm operators and small-mid sized agribusinesses. Analyzed financial information in order to make risk based loan approval decisions. Worked closely with customer base to provide excellent customer service. Presented loan presentations to local and regional loan committees for discussion and approval. Met with customer base to develop relationship plans which would meet short and long range goals as well as identify additional bank products which would provide a benefit to their operation.

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10/2002 to Current **Commercial and Agricultural Loan Officer**

First National Bank Of Ottawa – City, STATE

Responsible for the growth and management of a \$30+million loan portfolio and also the management of the loan support staff. Work closely with credit analysts in the preparation of loan presentations for local and director loan committees while developing strong customer relationships with a very high retention rate. Experienced and successful in developing new business relationships while maintaining loyalty and satisfaction from the existing customer base.

EDUCATION

1997 **Bachelor of Science: Finance**
Illinois State University - Normal, IL

AFFILIATIONS
