

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## PROFESSIONAL SUMMARY

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Loan Officer with a unique set of solutions for every problem. Creative in decision making, while careful in taking conservative risks to increase sales and customer retention.

## WORK HISTORY

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- 07/2015 to Current **Commercial Banking Relationship Manager**  
**Us Bank – North Ogden, UT**
- Serves as the account executive for new and existing complex clients with business portfolios from \$5 million to \$50 million in revenue.
  - Establishes and maintains a "trusted advisor" relationship with clients based on knowledgeable advice that is aligned to the clients' business objectives and lifecycle.
  - Actively manages a \$50 million loan portfolio, ensuring that all reporting and covenant requirements are being fulfilled.
  - Ensures ongoing contact to extend the credit relationship by meeting new credit needs and cross-selling additional bank products, to strengthen the overall relationship.
  - Initiates and develops new business through outside business development activities.
  - Recommended loan approvals and denials based on customer loan application reviews.
- 01/2012 to 07/2015 **Commercial Banking Relationship Manager**  
**The Bank Of San Antonio – San Antonio, TX**
- Started as a commercial credit analyst; analyzing financial data related to new and renewal loan requests, including lines of credit, asset-based lines, commercial real estate, and equipment financing loans.
  - Assisted commercial relationship managers in managing day-to-day details for larger relationships, maintaining contact with clients and resolving issues.
  - Promoted to a commercial relationship manager.
  - Developed my own loan portfolio of \$25 million which consisted of C&I and commercial real estate.
  - Performed all business actions; developed the business, analyzed the financial information, underwrote the credit facility, and presented it to credit administration for approval.
- 09/2006 to 01/2012 **Credit Solutions Manager**  
**Crowe Horwath – Springfield, IL**
- Responsible for the management of all aspects of the loan production, growth in loan outstandings and business development activities of a Community Banking region.
  - Assisted 16 branches with complex credits and gave guidance on selecting the appropriate loan products and processing avenues.
  - Acted as a liaison between branches and associated departments to resolve credit and compliance related issues.

## SKILLS

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- Risk management assessments
- Balance sheet expertise
- Proficient in many types of accounting systems and software
- Moody's / CASH / Credit Quest

## EDUCATION

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2002 **B.A.: Public Administration Public Finance/Budget Management**  
**San Diego State University - San Diego, CA**

2016

**BBA**  
**Pacific Coast Banking School, University of Washington - Seattle, WA**  
Graduated with Honors (top 10% of class) \*My Management Report is published in the school library