

# 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