

Objective

Strong research, analysis, and reporting skills and experience in tax compliance, project management, and management consulting looking for a role that will allow to utilize skills and education.

Skills

Microsoft Office, Quickbooks.

Work Experience

Business Development Officer II

NuVision Federal Credit Union - 2001 – 2019

- Develop and maintain relationships between NuVision and local schools surrounding all branches.
- Coordinate on-site branch visits; work with faculty, PTA and school board.
- Prepare and present financial education materials for students, faculty, and parents with intention to increase youth accounts.
- Create announcements/flyers and communications for faculty, parents and students, including multilingual communications.
- Visit and maintain existing school branches to continue building relationships that increase memberships and promote available products and services.
- Coordinate and support Community Involvement activities, events, and programs.
- Responsible for the new business development program for a newly acquired branch by visiting with both current and potential clients in the community to help develop both commercial and personal lines of service to those in need of such services.

Business Development Officer

ABC Corporation - 1999 – 2001

- Managing the business development for the West Texas Region.
- Work closely with bankers, economic divisions, commercial brokers to generate lending activity.
- Outreach/marketing of SBA 504 and SBA 7A packaging.
- Commercial Lending up to \$15 Million.
- Business Revolving Lines, Business Term Loans, Equipment Financing, Construction/Commercial Real Estate, Multifamily, Energy Financing.
- Aggressively soliciting and servicing prospective customers producing a variety of commercial loans as well as generating and managing a portfolio of business and corresponding relationships, while seeking new accounts through calling efforts, marketing, and referrals.
- Medical and Healthcare Financing..

Education