

Gavin B. Akins

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Objective: Have a part time job while I am in school for next 6 months.

Employment experience:

First Tennessee Bank – Mortgage Loan Consultant – May 2018-May2019

- Prequalify clients using application information and documentation provided
- Ensure the loan application is complete and accurately supported by all required documentation
- Follow up with clients to request information and documentation needed by processing
- Prepare and submit complete applications to processing in a timely manner
- Ensure and maintain efficiency of loan process from origination to closing by working closely with bank teammates
- Maintain Loan Officer's pipeline with updated information on each step of the loan process for all active loans
- Keep updated database of Loan Officer's contacts including realtors, past clients, builders, and CPA's
- I am proficient in all products of the Microsoft Office suite of applications

SunTrust Mortgage – Mortgage Production Assistant – November 2014-May 2018

- The experience and responsibilities for this job were identical to my previous job at First Tennessee.

Clarksville Department of Electricity – Operations Support Dispatch – Sept 2013-Nov 2014

- After-hours customer service account support
- Dispatching of duty crews and meter technicians to fix outages and reconnect meters

Akins Custom Homes

- Family residential construction business
- Flooring, Landscaping, Cleanup and odd jobs

Capital Bank – Teller – 2011-2012

- Serve on a team to provide excellent service and satisfaction to customers
- Make regular sales calls to actively promote new accounts that best fit customers' need
- Maintain policies and procedures

Education:

Austin Peay State University – BBA Business Finance – 2009-2014