Cheryl Bramer

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715-307-3199 (cell)

**OBJECTIVE:**

To offer my dedication and professional assisting skills to a team oriented organization.

**WORK EXPERIENCE:**

**TMI Coatings, Inc.**

Group Administrator March 2020 to Present

Compile industrial painting/rehab bid packages for large government and municipality projects, monitor progress of bids and projects and prepare department reports.

**FedEx Express**

Courier / Material Handler January 2016 to Present

Pickup and delivery of packages, coordinate and lead other employees in loading operation, sort and load packages up to 75lbs, ensure safe movement of containers on and off dollies and airplanes, and drive and operate various pieces of machinery such as tugs and loaders.

**North Star Bank**

Commercial Banking Assistant December 2012 to February 2020

Ensure accuracy of loan documents and files

Organize meetings and prepare meeting materials

Professionally communicate with customers, other departments and various levels of management

Distribute and maintain reports

Mortgage Closer Oct. 1998 to June 1999

Communicated with Lenders, title companies and customers to obtain necessary information.

Prepared closing packages accurately and shipped to title companies in a timely manner to ensure a smooth closing process.

Followed-up and reviewed signed documents to ensure a complete file in-house or for sale to secondary market.

Quoted rates for all mortgage products offered.

**American Bank (formerly Midway National Bank)**

Commercial Banking Assistant June 1999 to December 2012

Provide administrative support to Senior Vice President and other officers of commercial banking

Utilize communication skills to problem solve and provide client customer service

Open Commercial deposit accounts

Leader in special projects

Compose/Type agendas, memos, reports and letters varying in complexity

Assist Lenders in progressing loan approvals and requests for loan documents

Retail Banking Assistant Dec. 1989 to Oct. 1998

Executive Secretary to the Vice President as well as assistant to other officers of Retail banking.

Typed correspondence, monthly and quarterly management reports and special projects as assigned

Responsible for all second mortgage documentation including follow-up of title insurance and mortgage recording.

Knowledgeably interacted by phone and in person in the areas of small consumer loans, second mortgages and commercial loans to $150,000.

Analyzed and processed loan applications received to assist lenders in determining creditworthiness.

Reviewed all loan files after closing for compliance with internal policies and government regulations.

**EDUCATION:**

**Vermilion Community College** John F. Kennedy High School

Associate in Applied Science Diploma

Information Processing/Accounting