

Lorraine Nue

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**From:** Pamela Roberts <pamelamroberts@hotmail.com>  
**Sent:** Friday, July 24, 2015 9:35 PM  
**To:** Church Office  
**Subject:** Cemetery Manager  
**Attachments:** Resume.doc

To whom it may concern:

Attached is a copy of my resume. I am interested in the management position.

Thanks

Pam Roberts

**Pam Roberts**

pamelamroberts@hotmail.com

**Education:** M.B.A., University of Baltimore, Baltimore, Maryland, Member of Business Administration National Honor Society: Delta Mu Delta, 1981.

B.S., New York University, New York, New York, 1969

**Experience:** Vice President, OBA Bank, Germantown, Maryland, 2008 – 2014

Called on prospective customers. Underwrote, structured and presented loans for approval. Built a portfolio from zero to \$25 million working part time. Brought in over \$2 million in deposits. Used skills learned from prior banking experiences.

Relationship Manager, Sandy Spring Bank, Olney, Maryland 2002- 2008

Managed a loan portfolio of \$120 million including problem solving, sales and negotiations. Called on prospective and existing corporate customers. Top sales performer.

Regional Vice President, Sandy Spring Bank, Olney, Maryland, 2000 – 2002

Coached team of six to seven business bankers in Anne Arundel and Howard County in sales and service with a total portfolio of \$160 million. Responsible for meeting team's goal including production of new loans, credit quality, fee income and delinquency rates. Implemented new tools to organize a marketing strategy to be used by lenders. Made presentations to Senior Loan Committee and Board of Directors.

Team Leader, Vice President, Sandy Spring Bank, Olney, Maryland, 1993-2000.

Headed up team of four business bankers in Olney/Howard County. Responsible for individual and team goals. Underwrote and structured a variety of loan types for various customers including religious organizations, real estate developers, medical professionals, landscapers and farmers.

Assist. Vice President, First American Bank, Silver Spring, Maryland, 1987-1991.

Called on prospective and existing corporate customers. Negotiated terms and conditions with customers to maximize Bank's profitability. Cross sold other bank products. Responsible for \$19 million dollar portfolio.

Credit Trainee, First American Bank, Silver Spring, Maryland, 1985-1987.

Reviewed bank's commercial loan portfolio to determine quality of portfolio and to effect all action to mitigate loan losses.

Assistant, First American Bank, Columbia, Maryland, 1983-1985.

Provided secretarial skills to help bank collect past due loans. Produced letters, answered phones and offered general assistance to seven collectors.

Educator, Montgomery County Public Schools, Rockville, Maryland, 1969-1979.

Initiated, organized and developed open classroom program in traditional school setting. Demonstrated this technique to colleagues in a countywide workshop. As part of a team of educators, developed a school reading program. Diagnosed reading skills and prescribed groups for individual students. Managed various elementary aged students in classroom setting.

**Volunteer  
Activities:**

Member of Taste Committee, Hospice of Howard County; Graduate of Leadership Howard County; Past President, Vice President and Treasurer of Columbia Town Center Rotary; Former Trustee Of Baltimore Washington Chamber of Commerce and Chair of the Economic Development Committee for the Baltimore Washington Chamber of Commerce; Past Director of Columbia Business Exchange; Former Director/Trustee of the Newport School, Served on Numerous Fundraising Committees.