**Lyndsay Holmes** T: 616.283.0687

162 Gaylord Drive, Rockford, MI E: ljholmes82@gmail.com

**EXPERIENCE AND PROFESSIONAL TRAINING**

**Founders Bank & Trust**, Grand Rapids, MI August 2008 – January 2013

Commercial Loan Processor

* Performed a comprehensive pre and post closing review of commercial loan documents to ensure they were prepared accurately and consistently with loan approval, legal guidelines, credit policies and applicable Federal regulations and State laws.
* Utilized appropriate software and thorough knowledge of documentation to prepare loan documents.
* Provided a high level of customer service when responding to external as well as internal departments to resolve questions, inconsistencies or missing data.
* Served as a back-up for loan clerk as requested in receiving and processing payment and draw requests.

**Founders Bank & Trust**, Grand Rapids, MI August 2006 – August 2008

Receptionist

* Answered a multi-line phone system
* Directed all customers to appropriate bank personal (teller, loan officer, etc)
* Ordered all office supplies
* Organized Blood Drives and other volunteer events

**Sales Consultants,** Grand Rapids, MI July 2005 – June 2006

Office Administrator

* Answered a multi-lined telephone
* Processed deposits and transactions
* Processed invoices
* Greeted patrons at the front desk
* Maintained records of clients and candidates through data entry and filing
* Administered and processed assessments for potential candidates
* Assisted staff in locating possible candidates by placing ads in newspapers and on the internet

**EDUCATION**

**Aquinas College**, Grand Rapids, MI May 2005

Bachelor of Science Degree

Graduated with High Honors