

# Chunnan Lin

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## SUMMARY

Financial professional who is goal oriented and deadline driven, with in depth knowledge on operations and process improvement. Detailed, motivated, organized, and works effectively leading team members to meet common objectives while maintaining high standards and company values.

## EXPERIENCE

### **Investors Bank**

#### **Short Hills, New Jersey**

*Assistant Vice President, Credit Risk Management Operations Manager*

*December 2017 – December 2019*

- Created and generated monthly reporting of approvals for Commercial Real Estate, Business Lending, Small Business, and Policy Exceptions.
- Designed and generated weekly reporting of all incoming annual reviews and credit requests for Chief Credit Officer.
- Monitored, managed, and assigned all incoming annual reviews and credit requests to Credit Officers.
- Monitored all risk rating upgrades and downgrades impacting allowance, while supporting the facilitation of risk rating changes, monthly and quarterly.
- Monthly reporting of covenant violations and waivers.
- Provided residential appraisal reports monthly.
- Ordered and reviewed all residential field review reports.
- Reconciled monthly reporting of Small Business, Insurance Lending, and Residential business lines.

*Internal Loan Review Coordinator*

*September 2016 – December 2017*

- Processed high volume of annual reviews for various risk rating projects.
- Monitored and assigned all incoming annual reviews to Credit Analysts and Credit Officers.
- Monitored and assigned all incoming credit requests to Credit Analysts and Credit Officers.

*Reconciliation Associate*

*September 2015 – September 2016*

- Responsible for the reconciliation of several general ledger accounts.
- Facilitated the cleanup of multimillion-dollar discrepancies of expenses.
- Created and maintained a variety of reports to be distributed to Senior Management.
- Prepared voucher tickets for fees to be assessed to loans.
- Performed various maintenance tasks on FiServ Signature Loan System.

### **CT Corporation**

#### **New York, New York**

*Communications Audit Specialist*

*January 2014 – September 2015*

- Responsible for auditing documents, including client tax returns, to ensure proper tax filings with the State.
- Acted as the liaison between CT Corporation's clients and State offices to remedy any documentation issues.
- Created and maintained communication logs between various offices.

## EDUCATION

### **Rutgers University**

#### **Jersey City, New Jersey**

- Currently pursuing Coding Bootcamp certificate, with concentration in programming.

### **Berkeley College**

#### **Woodbridge, New Jersey**

- Pursuing Bachelor's degree in Business Management, with concentration in Accounting.

## SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Proficient in FiServ Signature, Nautilus, FileMaker, nCino, and Connexions
- Languages:
  - English – native fluency
  - Mandarin Chinese – conversational proficiency