1. Engaged employees in business processes with positive motivational techniques.
2. Evaluated [Type] applications against outline specifications to approve, reject or recommend adjustments files.
3. Conducted audits and monitored expenditures to identify potential misuse of funds.
4. Boosted branch sales by developing and deepening customer loyalty through incentive programs.
5. Consulted with representatives of regulatory agencies to complete accurate filings and uphold strict compliance.
6. Identified and capitalized on community business opportunities with effective networking.
7. Uncovered and resolved strategic and tactical issues impacting sales management and business operations.
8. Recommended loan approvals and denials based on customer loan application reviews.
9. Maintained confidentiality of bank records and client information to prevent mishandling of data and potential breaches.
10. Enhanced branch production rates by handling staff conflicts, evaluations, hiring/termination processes, coaching employees on company protocol and payroll operations.
11. Submitted loan applications to loan underwriter for verification and recommendation.
12. Reviewed and edited loan agreements to promote efficiency and accuracy.
13. Assessed budget plans and present costs to forecast trends and recommend changes.
14. Protected company assets with strategic risk management approaches.
15. Assessed employee performance and developed improvement plans.
16. Met deadlines by proactively managing individual and team tasks and implementing [Type] processes.
17. Increased new bank relationships within local community by [Number]% through execution of quarterly promotions.
18. Produced [Type] and [Type] reports outlining financial data to assist management with making strategic plans and operational decisions.
19. Funded [Type] initiatives by cultivating strong partnerships and stockholder relationships.
20. Recruited, interviewed, hired and trained [Number] employees and implemented mentoring program to promote positive feedback and engagement.