1. Developed and maintained relationships with local real estate agents.
2. Reviewed and edited loan agreements to promote efficiency and accuracy.
3. Reviewed over [Number] financial statements per [Timeframe].
4. Successfully closed average of [Number] loans per month.
5. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
6. Originated, reviewed, processed, closed and administered customer loan proposals.
7. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
8. Developed prospects for new loans by conducting [Number] cold calls weekly.
9. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
10. Recommended loan approvals and denials based on customer loan application reviews.
11. Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
12. Delivered [product or service] to customer locations within specific timeframes.
13. Assisted senior-level credit officers with complex loan applications.
14. Successfully maintain clean, valid driver's license and access to reliable transportation.
15. Handled [number] calls per [timeframe] to address customer inquiries and concerns.
16. Led [type] team in delivery of [type] project, resulting in [result].
17. Completed [task] to ensure compliance with relevant [type] regulations.
18. Used Microsoft Word and other software tools to create documents and other communications.
19. Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork.
20. Proved successful working within tight deadlines and fast-paced atmosphere.