1. Conducted interviews and reviewed financial history, credit and property evaluations of each customer.
2. Completed [Number] cold calls each week to prospect for new clients.
3. Managed up to [Number] client loans at any given time.
4. Maintained compliance with laws and regulations governing commercial loans.
5. Obtained and reviewed corporate financial statements.
6. Assisted senior-level credit officers with complex loan applications.
7. Reviewed over [Number] financial statements per [Timeframe].
8. Built trust and promoted customer loyalty throughout underwriting process.
9. Developed prospects for new loans by conducting [Number] cold calls weekly.
10. Executed [Number] cold calls each week to develop new loan prospects.
11. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
12. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
13. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
14. Reviewed and edited loan agreements to promote efficiency and accuracy.
15. Developed and maintained relationships with local real estate agents.
16. Completed minor preventative maintenance and mechanical repairs on equipment.
17. Recommended loan approvals and denials based on customer loan application reviews.
18. Successfully closed average of [Number] loans per month.
19. Led [type] team in delivery of [type] project, resulting in [result].
20. Originated, reviewed, processed, closed and administered customer loan proposals.