1. Recommended loan approvals and denials based on customer loan application reviews.
2. Reviewed and edited loan agreements to promote efficiency and accuracy.
3. Developed prospects for new loans by conducting [Number] cold calls weekly.
4. Developed and maintained relationships with local real estate agents.
5. Reviewed over [Number] financial statements per [Timeframe].
6. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
7. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
8. Successfully closed average of [Number] loans per month.
9. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
10. Originated, reviewed, processed, closed and administered customer loan proposals.
11. Submitted loan applications to underwriter for verification and recommendations.
12. Awarded Employee of the Quarter service award after closing $[Amount] in new business.
13. Assisted senior-level credit officers with complex loan applications.
14. Interviewed and hired talented individuals with top-level strengths, improving organizational talent and skill set.
15. Conducted UCC searches and created environmental reports as part of loan process.
16. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
17. Closely monitored performance of current portfolio of specialty loans and made changes to achieve performance targets.
18. Created reports on deteriorating trends and fiscal year-end losses.
19. Maintained strict confidentiality of bank records and client information.
20. Maintained friendly and professional customer interactions.