1. Reviewed over [Number] financial statements per [Timeframe].
2. Successfully closed average of [Number] loans per month.
3. Reviewed and edited loan agreements to promote efficiency and accuracy.
4. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
5. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
6. Developed and maintained relationships with local real estate agents.
7. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
8. Developed prospects for new loans by conducting [Number] cold calls weekly.
9. Recommended loan approvals and denials based on customer loan application reviews.
10. Originated, reviewed, processed, closed and administered customer loan proposals.
11. Exceeded goals through effective task prioritization and great work ethic.
12. Served customers in a friendly, efficient manner following outlined steps of service.
13. Assisted senior-level credit officers with complex loan applications.
14. Increased customer satisfaction by resolving [product or service] issues.
15. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
16. Led [type] team in delivery of [type] project, resulting in [result].
17. Actively listened to customers' requests, confirming full understanding before addressing concerns.
18. Collaborated with [department or management] to achieve [result].
19. Developed and maintained courteous and effective working relationships.
20. Handled [number] calls per [timeframe] to address customer inquiries and concerns.