1. Worked with lending institutions to secure financing and fulfill contracts.
2. Provided detailed explanations of manufacturer and dealership service procedures and policies.
3. Discussed optional protections with customers and used persuasive communication skills to obtain agreements.
4. Performed quality assurance checks on all purchases and contract details.
5. Oversaw online sales system to drive traffic and identify leads.
6. Reviewed and edited loan agreements to promote efficiency and accuracy.
7. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
8. Completed, reviewed and processed paperwork to finalize sales.
9. Originated, reviewed, processed, closed and administered customer loan proposals.
10. Reviewed over [Number] financial statements per [Timeframe].
11. Recommended loan approvals and denials based on customer loan application reviews.
12. Developed and maintained relationships with local real estate agents.
13. Successfully closed average of [Number] loans per month.
14. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
15. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
16. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
17. [Type] hardware proficiency
18. Assisted senior-level credit officers with complex loan applications.
19. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
20. Developed prospects for new loans by conducting [Number] cold calls weekly.