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