1. Worked with underwriters to fix application problems and resolve issues.
2. Successfully decreased real estate owned inventory by [Number]% within [Number] [Timeframe].
3. Explained different types of loans pertaining to client situations.
4. Reviewed loan files and updated to match current standards.
5. Achieved record-low delinquency ratios and [Number]% sales recovery rate.
6. Developed and maintained relationships with local real estate agents.
7. Fielded customer complaints and provided solutions.
8. Minimized losses by accomplishing [Number]% sales recovery.
9. Reviewed and edited loan agreements to promote efficiency and accuracy.
10. Planned and dealt with payment schedules.
11. Assisted senior-level credit officers with complex loan applications.
12. Successfully closed average of [Number] loans per month.
13. Reviewed over [Number] financial statements per [Timeframe].
14. Recommended loan approvals and denials based on customer loan application reviews.
15. Developed prospects for new loans by conducting [Number] cold calls weekly.
16. Used Microsoft Word and other software tools to create documents and other communications.
17. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
18. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
19. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
20. Originated, reviewed, processed, closed and administered customer loan proposals.