1. Created strategies to develop and expand existing customer sales, which resulted in [Number]% increase in annual sales.
2. Originated, reviewed, processed, closed and administered customer loan proposals.
3. Compiled database of loan applicants' credit histories, corporate financial statements and other financial information.
4. Assisted senior-level credit officers with complex loan applications.
5. Complied with regulatory requirements, including Bank Secrecy Act, Anti Money Laundering, OFAC, USA Patriot Act, Privacy Act and Community Reinvestment Act.
6. Successfully closed average of [Number] loans per month.
7. Reviewed and edited loan agreements to promote efficiency and accuracy.
8. Developed prospects for new loans by conducting [Number] cold calls weekly.
9. Reviewed over [Number] financial statements per [Timeframe].
10. Developed and maintained relationships with local real estate agents.
11. Led projects and analyzed data to identify opportunities for improvement.
12. Resolved problems, improved operations and provided exceptional service.
13. Recommended loan approvals and denials based on customer loan application reviews.
14. Drove operational improvements which resulted in savings and improved profit margins.
15. Eliminated downtime and maximized revenue by providing top project quality control.
16. Completed minor preventative maintenance and mechanical repairs on equipment.
17. Served customers in a friendly, efficient manner following outlined steps of service.
18. Adhered to social distancing protocols and wore mask or face shield at all times.
19. Created plans and communicated deadlines to ensure projects were completed on time.
20. Successfully maintain clean, valid driver's license and access to reliable transportation.