

Jane Wilson

123 Elm St. ■ Anytown, ST 00000 ■ (123) 456-7890 ■ janewilson@email.com

Professional Experience

NAME OF COMPANY (City, ST)

05/01 to Present

Bank Loan Officer

- **Recipient of the XXX Bank Award in Dec. 2003 for being only loan officer to sign 40 loans in a five month period**
- **Ranked #1 loan officer in 2003 and 2004, writing more loans than all loan officers in 22 branch offices**

Job Duties:

- Originate mortgages for home purchases, refinance, and new home construction
- Solidify contacts with local realtors, contractors, financial advisors, and other referral sources and meet all potential borrowers, and inspect all properties for requested financing
- Review and analyze loan transaction packages for preliminary approval or denial in accordance with bank guidelines
- Assemble all required documentation for processing and underwriting on each transaction, and prepare and present all related deal points to Loan Committee when required
- Balance books, manage daily deposits, and assist customers with insurance and financial needs
- Earned Bank Certification with Name of Company on 08/15/03
- Completed three bank training seminars and earned 24 continuing education credits for life and health insurance

NAME OF BANK (City, ST)

06/98 – 05/01

Head Teller

- **Improved teller retention rate 40 percent and reduced teller absenteeism 25 percent**
- **Promoted to head teller after just three months with bank and ahead of five tellers with more seniority**

Job Duties:

- Supervised and motivated ten-member teller staff, prepared work schedules, trained new tellers, and managed the branch in the absence of the CBO
- Balanced the ATM and vault, teller drawers, check orders, money ordering, prepared daily cash sheets, and conducted teller audits, to ensure regulatory and procedural compliance
- Contributed to the branch's sales goals by recognizing sales and referral opportunities and effectively referring customers; assisted in the development of marketing strategies and all branch sales activities
- Provided account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals, selling cashier's checks, traveler's checks; assisted customers in opening new checking, savings, money market, CDs, and super now accounts
- Completed three in-house "Principles of Banking" courses

Cashier, NAME OF COMPANY (City, ST)

10/97 - 06/98

Wait Staff, NAME OF COMPANY (City, ST)

07/95 - 10/97

Wait Staff, NAME OF COMPANY (City, ST)

06/93 - 06/95

- At XXX, operated cash register and lottery machine, stocked shelves, and answered telephone
- As a waiter, served customers, cleaned kitchen, bused tables, answered telephone, and balanced the cash drawer daily

Education and Skills

- Completed 90 hours toward Business Administration degree at Anytown University
- Computer Skills: Windows 98, Windows 2000, Windows XP, Microsoft Excel, Visio, PowerPoint, Access, Outlook, and Word