
LENDING ASSISTANT RESUME

Objective:

To obtain a Lending Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Sound knowledge of lending and bank operations essential
- In-depth knowledge of compliance regulations
- Profound knowledge of CRA regulations
- Thorough knowledge of commercial lending practices and requirements
- Familiarity with state and federal lending regulatory and compliance requirements
- Ability to accurately compare data from two sources and locate discrepancies
- Ability to analyze information, assess needs, and build rapport
- Ability to maintain loan disbursement files for construction loans

Work Experience:

Lending Assistant
American Bank of Commerce, San Francisco, CA
August 2005 to till date

- Drafted clear, accurate and concise mortgage loan documents.
- Insured that loan documentation meets association standards.
- Examined and reviewed loan documentation for accuracy, timeliness and completeness.
- Maintained an accurate customer database both electronically and with hardcopy files.

Lending Assistant
Zions Bancorporation, San Francisco, CA
May 2000 to July 2005

- Received and disbursed funds accurately and timely.
- Answer lobby phones and provided customer service.
- Reviewed daily overdraft report and decided whether to pay and decline check.
- Originated consumer and small business loans for business clients.
- Processed advances on loans and managed loan activity.

Education:

Bachelor's Degree in Business Administration
St. Louis University, St. Louis, MO

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