



# University of Maryland University College

**Bob Smith**

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## OBJECTIVE

To obtain a position as an administrative representative utilizing the academic training, skills and experience acquired through my course work and previous job experiences.

## WORK EXPERIENCE

*Your Home Town Bankers, LLC, Mortgage Banker*  
Santa Fe, CA

06/1984 to Present

- Implement sales of conforming and non-conforming conventional mortgages.
- Staff and trained personnel in order to achieve monthly goals.
- Analyze client needs and customized solutions for clients to provide maximum financial benefit.
- Spearhead loan sales development and solicitation.
- Establish referral source relationships with real estate brokers/ agents and various external sources and develop and allocate direct marketing material.

### Significant Accomplishment

Since assuming role, performed as top producer for entire tenure, consistently ranking in Top 3 Loan Officers.

*Bank of New Mexico, Account Executive*  
Albuquerque, New Mexico

08/1980 - 07/1984

- Created continuous loan volume pipeline to facilitate mortgage sales activity.
- Originated and accepted applications, conducted preliminary underwriting reviews, submitted loan applications to processing and underwriting for approval, ensured documents required for processing, underwriting, and closing secured in scheduled manner from appropriate sources
- Addressed and resolved pre/post-close issues to ensure availability and integrity of loan funds.

*Little Town Bank., Administrative Assistant*  
Little Town, Tennessee

08/1975- 07/1980

- Coordinated and performed a range of staff as well as operational support activities for the work group; served as a liaison with other departments and operating units in the resolution of day-to-day administrative and operational problems of the company.
- Provided administrative/secretarial support for the work group such as answering telephones, assisting clients, and resolving and referring a range of administrative problems and inquiries.
- Operated personal computer to compose and edit correspondence and memoranda.

## EDUCATION & SKILLS

University of Maryland University College  
Bachelor of Science in Business/Management Major, 5/1980

Adelphi, MD US

Relevant Coursework: Management of human and fiscal resources within the structure, culture, and missions of any organization. Organizational Behavior and Ethical Responsibility, Marketing, Human Resource Management, Organizational Negotiations, Integrated Business Topics.