

SAMPLE RESUME

📍 Address 📞 Phone ✉ e-mail

ACCOUNT EXECUTIVE

Dynamic and seasoned Mortgage Specialist with 14-year career in high-energy sales and loan production management. Expert qualifications in identifying market opportunities to accelerate expansion, increase revenues and improve profit contributions. Strong background in underwriting and new product development. Equally strong qualifications in training and development, administration, strategic planning, team building and leadership. Proven ability to function in a dynamic and changing environment and interact effectively with all levels of support staff and management as well as successfully developing long-term profitable business partnerships. Maintain up-to-data knowledge of industry and governmental policies and regulations.

SELECTED ACCOMPLISHMENT

- Improved and grew a non-producing territory into a top-producing one
- Recognized as Top Account Executive, closing 99 units for roughly \$29million in volume
- Successfully closed ratio on average of 65-70%
- Consistently on the top 25 Account Executive out of 358 Account Executives nationwide

PROFESSIONAL EXPERIENCE

ACCOUNT EXECUTIVE EXPERIENCE

- Designed, developed, and implemented marketing plans to determine key customers and their product needs
- Established and maintained relationship with potential clients through cold calling and referrals
- Suggested options and deliver solutions to fulfill client needs
- Pre-qualified loan applications for program eligibility
- Managed extensive loan pipeline
- Negotiated terms and conditions, handled customer's complaints and closed business deals
- Established and maintained relationships to widen and ensure long-term customer base
- Identified risks to make sound business decision for the loan submissions from the mortgage broker
- Consistently met or exceeded sales goals of the company

BRANCH MANAGER EXPERIENCE

- Held responsibility in qualifying potential borrowers for residential loans
- Identified clients' needs to recommend the best loan product tailored to their objectives
- Established relationships and collaborate with investors, title company and appraisers
- Ensured that all product loans were compliant with state procedures and guidelines
- Educated borrowers on managing household debt and credit, as well as educated them on credit reports and credit scores

EMPLOYMENT HISTORY

<i>Account Executive</i> , Option One Mortgage Corporation	1998-2007
<i>Account Executive</i> , Accredited Home Lenders	1997-1998
<i>Account Executive</i> , Ford Consumer Finance	1996-1997
<i>Branch Manager/Account Executive</i> , Beneficial Finance	1994-1996
<i>Doc Drawer/Customer Service</i> , Plaza Home Mortgage	1993-1994

EDUCATION

General Education, Delta College in Stockton California
General Education, Sacramento State College in Sacramento, California

TRAINING

Underwriting, Credit Grading, Appraisal training, and Management Training

COMMUNITY INVOLVEMENT

EYSC U8 Girls Soccer Coach
Youth Ministry Volunteer, St. Marelo Catholic Church