

Sample Resume

Karenne Bank

144 Dowling Lane • Pleasant Hill, MD 21045 • (240) 555-5555

POSITION OBJECTIVE

VP/Director of Training

HIGHLIGHTS OF QUALIFICATIONS

- Experienced administrator with more than 20 years in financial services.
- M.S. in Human Resources Management with extensive training in seminars for working professionals.
- Outstanding productivity both as a loan officer and as a supervisor.
- Unique combination of expertise in mortgage banking, training, sales, and finance.
- Dynamic leader and team builder, consistently motivating others toward high achievement.

PROFESSIONAL EXPERIENCE

- 1994-present **MORTGAGE ASSISTANCE INC.**, Bethesda, MD
Manager of Sales and Training
Managed eight loan officers with responsibility for \$288 million in assets, plus full responsibility for all training.
- Designed and led seven monthly training sessions, including broker education and product knowledge seminars, sales strategy and training.
 - Reported directly to the president of the company.
- 1990-94 **HARBOR MORTGAGE**, Columbia, MD
Loan Officer
Developed expertise in all areas of residential financing, including builder business, portfolio loans, Fannie Mae, and Freddie Mac investor loans. Top producing loan officer for Harbor in 1992.
- Built a large client base by successfully implementing relationship selling.

PROFESSIONAL EXPERIENCE (continued)

- 1992-
present **DALE CARNEGIE INC.**, Washington, DC
Dale Carnegie Instructor
- Trained top-level managers of Fortune 500 companies.
 - Named "Beltway Instructor of the Year" in 1993. Consistently reached 93 percent figure for students graduating.
- 1985-90 **HANOVER BEVERAGES**, Richmond, VA
Internal Auditor
- 1980-85 **WITTMORE MELON & CO.**, Raleigh, NC
Accountant
- For this regional accounting firm, consulted with CEOs and CFOs of diverse industries (computer services, construction, legal services, high tech) concerning auditing, tax accounting, and management.
- 1979-80 **RUSTIC MANUFACTURING**, Foster City, NC
Asst. Controller

EDUCATION

Troy University, Troy, AL
M.S. in Human Resources Management, 2000

Longwood University, Longwood, VA
B.S. in Business Administration, 1979