

SAMUEL LANDRY

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PROFESSIONAL PROFILE

Commercial lending professional with significant experience in providing IT/technical support to in-house users and customers. Excels at end-user troubleshooting. Able to defuse even the most frustrated end-user by calmly assessing the situation and then clearly explaining the solution. Known for getting results that improve the flow of operations. Focused on consistent quality work and a desire to increase efficiencies in daily operations.

COMPUTER SKILLS

Fiserv Systems	ViewPoint	Baker Hill OnePoint
Wolters-Kluwer Rembrandt	OnBase Reporting System	Sharepoint
Atlas	MS Office	Journal Automation System

Knowledgeable with VBScript, ASP, PHP, JavaScript, Java, AJAX, XHTML, and CSS
Familiar with Windows, Mac (68k and PPC), Linux (multiple distributions and platforms), and other OSes

PROFESSIONAL EXPERIENCE

Adams Bank & Trust, Fort Collins, CO

2011 - present

Commercial Loan Processor

Prepare commercial loan documents in timely and accurate manner. Perform timely data integrity review of loan documentation and servicing system data entry. Create most of new reports needed by Commercial Lending.

- ▶ Automated the generation of a closing request; reduced process time from 30 minutes to three minutes.
- ▶ Designed script that creates monthly board report in 4 minutes, eliminating 4-5 hours of work to compile it.

First National Bank, Wahoo, NE

2005 – 2011

Commercial Loan Accountant I 2008 – 2011

Performed data integrity review. Assisted customers with account, billing, and monetary transaction inquiries. Performed account transfers and domestic/international wires. Balanced and audited general ledger accounts.

- ▶ Programmed Visual Basic for Applications scripts to automate updates to Consumer and Residential Loan review report.
- ▶ Eliminated all errors in payment application process through automation of the data entry preparation forms.
- ▶ Facilitated easier portfolio analysis and loan reassignment by creating the Loan Analysis Report.
- ▶ Automated the process of generating totals and then crediting funds to the correct general ledgers for the payment block form.
- ▶ Improved the commercial loan review report by taking unsorted raw data output from OnBase and converting it into a readable, sorted report with graphs and selectors.

Commercial Loan Processor 2006 – 2008

Prepared commercial loan documents in timely and accurate manner. Performed timely data integrity review of loan documentation and servicing system data entry. Trained newly hired Commercial Loan Processors. Prepared collateral releases for filing/recording and prepared paid files for storage. Provided ad-hoc training on error correction to colleagues. Was the primary liaison between Commercial Lending Specialists and the processing group.

- ▶ Designed Visual Basic routines to conduct specific error tests to ensure data integrity.
- ▶ Created an automated data sheet with built-in safeguards that reduced completion time of data sheets.
- ▶ Devised Excel spreadsheet to monitor and report commercial loan data sheet discrepancies to upper management.
- ▶ Improved communications of loan data to central processing, decreasing the loan document turnaround time from 48 hours to 24 hours and reducing the time spent on error correction due to fewer issues.
- ▶ Developed procedures for unusual accounts, which resulted in the elimination of custom forms/documents and allowed for better error checking.

PROFESSIONAL EXPERIENCE (CONT.)

Commercial Administrative Assistant 2005 – 2006

Generated paid file forms, requested paid off files, and monitored receipt of them. Performed data integrity review. Monitored and took inventory of commercial loan data sheets and modification sheets. Greeted clients and provided exceptional customer service. Performed general clerical duties. Continuously looked to improve the client experience.

- ▶ Assisted management, loan officers, and support staff with computer and software related issues.
- ▶ Created procedures and provided training for the new digital camera.
- ▶ Built a table of contents for the electronic business banking processing manual and added a quick-reference table with hyperlinks.
- ▶ Improved efficiency of paid files reports by combining reports into one.

CBIZ Nebraska, Omaha, NE

1998 – 2002

Reinsurance Coordinator

Acted as liaison between CBIZ and various reinsurance companies to provide reimbursements and advance funding for medical claims.

- ▶ Eliminated need to hire an additional full-time employee by developing a system to electronically transmit claim information to reinsurance carriers.
- ▶ Prepared training guide for the customer service representatives.

ADDITIONAL WORK HISTORY

University of Nebraska-Lincoln, Lincoln, NE

2003 – 2005

Work Study at UNL Bookstore

Assisted students with locating book for classes. Performed basic storekeeping.

MILITARY BACKGROUND

US Navy

Electronics Technician, 2nd Class (Subsurface) – Reactor Operator

Elected for challenging nuclear field program. Operated, maintained, and managed inventory of repair parts for vital nuclear reactor safety equipment.

EDUCATION

Metropolitan Community College, Omaha, NE

2010

Microcomputer Technology-Web Author Certificate

University of Nebraska-Lincoln, Lincoln, NE

2005

Bachelor of Business Administration