

## Job Profile

Use the format in the example below and prepare a separate page for each recent job you held. If you held more than one position with the same employer, use a separate page for each position. Think back into your work history for any job you held and enjoyed, regardless of how long ago you held that job. When you list your skills, focus on those you liked using.

### Job profile

<p><b>Job title &amp; employer:</b> Controller – Middletown National Savings Bank</p>
<p><b>How long did you have this job?</b> Six years</p>
<p><b>What were your responsibilities?</b></p> <p>Managed 10-person accounting department, including all loan administration activities.</p> <p>Cash management and hedging of financial securities.</p> <p>Preparing loan portfolios for discounting and resale.</p> <p>Construction financing and disbursements management.</p> <p>Financial statement preparation and reporting.</p>
<p><b>What skills did you use or develop?</b></p> <p>Delegated tasks to team and monitored results.</p> <p>Trained and supervised subordinates.</p> <p>Analyzed financial accounts, construction loan applications and construction loan disbursement requests.</p> <p>Developed criteria for inclusion in loan portfolio reselling and negotiated transactions with other lenders.</p> <p>Analyzed cash requirements and hedging risks associated with foreign loan currencies.</p>
<p><b>List your most important achievements in this job:</b></p> <p>Detected fraudulent construction loan activity involving an officer of the company which resulted in his termination and a return of over \$300,000 in inappropriate cash advance requests.</p> <p>Packaged a \$750 million loan resale and negotiated its sale recognizing \$5 million in profit, largest in the bank's history.</p> <p>Designed a new construction loan processing procedure which reduced the time to approve construction loan disbursements by 25%, improved control over unauthorized expenditures, and reduced loan administration costs by over \$300,000 annually.</p> <p>Earned the annual Chairman's Award for Outstanding Service for detecting and resolving a fraudulent activity</p>

**Job profile**

<b>Job title &amp; employer</b>
<b>When did you hold this job?</b>
<b>How long did you have this job?</b>
<b>What were your responsibilities?</b>
<b>What skills did you use or develop?</b>
<b>List your most important achievements in this job:</b>