

# Patricia G. Broome

## Objective

---

Maintain my real estate lending management position and origination of 1-4 family residential loans. Continue to recruit, manage and train the Oklahoma lending staff to achieve the goals set forth and provide the best service environment for our customers as well as our staff.

## Experience

---

Feb 01 - current

Landmark Bank

Ada, Oklahoma

### Real Estate Lending Manager, Oklahoma

- Recruit, hire, train, manage and motivate 9 real estate lenders and 2 regional assistants for Oklahoma
- Responsible for achieving our regions' sales goals and maximize profitability
- Provide lender support during processing and underwriting of loan files
- Origination of 1-4 family home loan to meet personal production goals
- Provide continuing education for compliance and investor changes
- Performance reviews and provide consistent feedback to lenders on production and job performance
- Manage my personal portfolio and maintain the required exception, loan loss and past-due goals
- Sales performance for the region and personal achievements:
- \*2016, 2015 and 2014 Top Volume Producer for Oklahoma
- \*2013 Increased secondary market fee income by 150% over 2012
- \*2013 Increased secondary market volume by 50% over 2012
- \*2012 personally produced 40% of the real estate production for the entire state of Oklahoma
- \*2012 Hired 7 new real estate lenders
- \*Produced multiple training manuals and provided detailed training that has been used in all four regions of our bank
- \*2010 & 2011 Managed all real estate lending for Texas and Oklahoma until the region was split
- \*Diamond producer for 2012 & 2011
- \*Top Real Estate Producer in Oklahoma & Texas for the years 2006, 2007 & 2008
  
- Held prior position of Senior Loan Documentation Specialist responsible for the following:
  - \*Processing all loan documents for 5 locations
  - \*Supervision of loan document specialist for each location
  - \*Auditing files for proper documentation and providing exception list for improper or missing
  - \*Insuring all collateral is properly secured for all loans
  - \*Performed manual title searches for real estate loans
  - \*Completed five monthly reports including all flood searches, blanket insurance, loan officer exceptions, VSI insurance and credit life balancing.
  - \*Customer service such as lien releases, payoffs and all other inquires
  - \*Monitor and maintain bankruptcies and any other pending items on loans
- Attended and completed OCC compliance training held in Kansas City, MO

## Patricia G. Broome

---

May 98 – Feb 01

Commercial Federal Bank

Ada, Oklahoma

### Branch Operations Specialist

- Balance branch including tellers, vault & all general ledgers
- Teller supervision, hiring, training and motivation
- Customer service, customer complaints & problems with accounts
- Branch audits of local area banks in Ardmore and Seminole
- Serviced & balanced ATM
- Vault custodian, responsible for all cash orders, teller weekly ordering and balancing
- Negotiable custodian, responsible for all travelers and cashier's checks as well as money orders with selling and auditing
- Opening of accounts, CD's, IRA's, checking and savings
- Monitored negative accounts with closure and documentation
- Completed consumer loan training with a test score of 91%

---

1991-1998

Maurices Clothing Store

Ada, Oklahoma

### Retail Store Manager

- Increased sales over \$575,000
  - Earned expansion and remodel, 1996
  - Hired, trained and promoted two associates to store managers of Ardmore and Durant locations
  - Successfully managed the Norman, OK Maurices which earned a transfer with promotion to the Ada location
  - Successfully co-managed the Elk City, OK Maurices which earned a transfer with promotion to the Norman location
  - Detailed duties included but not limited to: daily deposits, bookkeeping, collections, loss prevention, merchandising/displays, managed 7 employees, recruiting/training employees, scheduling, reviews and disciplinary action as well as motivation.
  - Managed profitability and inventory control
  - Awards:
    - \*Eight times in the top 50 stores ranking out of 600 stores
    - \*Eight 20% sales increase awards
    - \*Two performance achievement awards
    - \*Six sales per hour awards, two of which ranked #1 in the division and #2 in the division for the year
    - \*Top in region sales increase award
    - \*Fifth in company for the year for sales increase award
-

## Patricia G. Broome

### Education

---

Graduate 1986

Elk City High School

Elk City, Oklahoma

**General course of study**

### References

---

Given upon request