Elena Vasquez

LOAN ADMINISTRATOR

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Certificates

Commercial Lending School Certificate

Texas Bankers Association

10/2020

Skills

Loan Administration

Loan Portfolio Management

Covenant Monitoring

Loan File Maintenance

Exam Preparation

Core Banking System • Excel

Word • Outlook • Teamwork

Summary

Loan administrator with 9 years in commercial bank lending, managing loan administration for a $650M portfolio. Handles loan portfolio management tasks such as covenant monitoring, loan file maintenance and exam preparation, and leads a team of 3 loan assistants. Builds Excel tracking reports used by 18 lenders and credit officers each week.

Experience

Loan Administrator 05/2021 - Present

Alamo Plaza Bank San Antonio, TX

Commercial bank with $3.8B in assets and 18 commercial lenders.

- Administer a **$650M** commercial loan portfolio of 1,100 loans, from booking review through final payoff.
- Run covenant monitoring for 240 borrowers, sending exception notices to lenders within 5 days of each review.
- Lead 3 loan assistants, cutting loan file maintenance exceptions from 9% to 2% of loans in 2 years.
- Compile loan files and reports for FDIC and state exams, with no documentation findings in 2024.

Senior Loan Operations Specialist 08/2017 - 04/2021

Hill Country Commerce Bank New Braunfels, TX

Community bank with 9 branches between Austin and San Antonio.

- Booked and maintained 90 commercial and consumer loans a month in the core banking system.
- Reconciled loan subledgers to the general ledger each month with zero unresolved variances.
- Wrote 14 loan operations procedures in Word that all 9 branches adopted.
- Trained 6 new loan assistants on booking checklists, Outlook workflows and imaging standards.

Education

Bachelor of Business Administration 05/2017

University of Texas at San Antonio San Antonio, TX

Finance