

Danielle Orr

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Seeking a position to apply skills developed through my work experience and educational background to become a valuable asset to your company. Strengths I bring to the role include strong interpersonal communication skills, excellent written and verbal communication, advanced problem solving, and a drive for results.

Experience

PNC Bank

Loan Analyst I

September 2012 – January 2015

Prepare loan documents for our Commercial and Institutional Banking Segment.

Read and interpret credit approvals, gather due diligence items such as good standings, UCC searches, property reports and flood determinations.

Work closely with our Relationship Managers, Underwriters, Legal Team, Flood Services as well as other team members to provide accurate and reliable lending documents.

Use computer software such as Laserpro, Microsoft Access, Excel, PowerPoint and Word

Experienced in working in a fast-paced, stressful environment, managing a pipeline of 40 deals at any given time and averaging 30 completed loans each month.

PNC Bank

Financial Sales Consultant

July 2011 – September 2012

Analyze customer's financial needs and demonstrate advanced product knowledge to recommend the best financial solutions.

Expand customer relationships by suggesting upgrades or new accounts.

Assist customers with financial inquiries. (i.e. evaluating transactions, reviewing bank policies, and issue refunds if necessary.)

Maintain customer rapport by deescalating phone calls.

Cross-reference multiple databases to assess customer finances.

Capri Drive In

Manager/Supervisor

March 2002 – July 2011

Manage three to four employees at the concession stand

Responsible for paying employees at end of night, balancing cash drawer

Delegated general up keep tasks, restocking of inventory and scheduling.

Achieved customer relationships by answering questions and concerns.

Wal-Mart

Sales Associate

April 2010 – April 2011

Restocked inventory.

Developed customer relations by helping with general questions.

Organized and revitalized messy departments/shelving units.

Participated in other department projects.

Monarch Community Bank

Administrative Assistant Intern

April 2008 – Nov 2009

Answer and redirect incoming phone calls.

Managed reception area and teller line.

Assisted other employees with special projects including check encoding and document scanning.

Schedule and manage meetings for loan officers and new account specialists.

Allen's Root Beer Drive In

February 2004 – July 2007

Car Hop/Server

Serve food and refreshments to patrons in cars, take orders and relay order to kitchen or serving counter to be filled.

Place filled order on tray and fasten tray to car door

Total and present check to customer and accept payment for service

Removes tray and stack dishes for return to kitchen

Sweep service area with broom

Prepare fountain drinks, such as sodas, milkshakes and malted milks

Restock service counter with items, such as ice, napkins, and straws

Academics

Western Michigan University

2007 – 2009

B.A., Psychology

GPA: 3.34

Kellogg Community College

2006 – 2007

General Studies

Coldwater High School

2003 – 2007

General Studies

Leadership | Activities | Honors

Gallup Cabinet Representative

September 2012 – Present

Facilitate monthly meetings to organize, plan and execute activities to engage employees and boost team moral.

Employee of the Month

June 2013

American Heart Association: Heart Walk Team Captain

April 2013

United Way Team Captain

September – November 2012