# Wes Westerly

Westerly, Rhode Island 02891

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## PROFESSIONAL EXPERIENCE

### *Loan Processor*

Mercantile Bank, Harford, Missouri                                                      01/2015 - Present

- Provided support to Loan Originators and Underwriters by ensuring the timely, accurate processing of mortgages.
- Reviewed, entered and managed loan applications ensuring all required disclosures and documentation generated are accurate, complete and compliant to all state and federal lending regulations.

### *Jr. Underwriter/Loan Processor*

Johnson and Smith, Pawtucky, Massachusetts                                    05/2000-06/2015

- Underwrote loan files based on guidelines of loan program and ensured compliance with company standards.
- Reviewed credit, tax returns, financial statements, appraisals, and other supporting documentation to make a sound decision based on guidelines of loan programs.

### *Machine Operator*

Smith and Cole, Alexander, Florida                                                    04/1995 – 01/2000

- Training new operators.
- Following, reviewing and standardizing procedures.
- Maintaining daily communication with management staff.

### *Human Resources Manager*

Areostellar, Landon, California                                                           12/1993 – 03/1995

- Manages and supervises human resource activities to achieve goals and maintain compliance with essential human resource programs, rules, regulations, and laws.
- Provides professional advice to leadership staff on human resource management issues.
- Plans for and organizes employee training, assistance and placement.

### *Assessor*

AssessorsRUs                                                                                         01/1985 – 10/1993

- Directs, manages, mentors, coaches and provides feedback to staff.
- Interprets and applies provisions of law relating to tax assessments.
- Provide tax rolls and data as required.
- Receives and resolves complains regarding tax assessments and meets with taxpayers and attorneys.

## SKILLS

- Expert MS Office
- Expert Dreamweaver
- Intermediate Peachtree
- Expert SAP
- Beginner MUNIS

## LICENSES / CERTIFICATIONS

- Certified Machine Repair Operator (CMRO)
- Class A CDL
- Certified Sysco Network Engineer

## EDUCATION

**Bachelor's Business Administration, Concentration in Accounting**

University of Rhode Island, Providence, Rhode Island