

Bunny Economos

Credit Administrator

Profile

Employment History

Education

Details

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(574) 579-1861

123 Oak Street, Little Rock, AR 72201

Detail-oriented and highly organized Credit Administrator with 2 years of experience in managing credit operations, conducting risk assessments, and implementing effective credit control processes. Proficient in collaborating with cross-functional teams, preparing credit reports, and maintaining strong relationships with clients. Demonstrated ability to enhance credit policies and improve overall efficiency, resulting in reduced delinquencies and increased profitability.

Credit Administrator at First National Bank of Paragould, AR

Apr 2023 - Present

- Successfully managed a loan portfolio of over \$50 million, ensuring timely payments and maintaining a 98% on-time repayment rate for clients at First National Bank of Paragould, AR.
- Streamlined the credit approval process by implementing a new risk assessment tool, reducing the average time for loan approvals by 30% and increasing overall efficiency in the credit department.
- Identified and mitigated potential credit risks, resulting in a 20% reduction in loan delinquencies and contributing to the bank's strong financial performance during my tenure.

Assistant Credit Administrator at Bank OZK, AR

Aug 2021 - Feb 2023

- Successfully managed a portfolio of over 150 commercial loans, resulting in a 98% on-time payment rate and contributing to a 12% increase in the bank's overall loan portfolio.
- Streamlined the credit administration process by implementing a new software system, reducing processing time by 25% and increasing team efficiency.
- Assisted in the development and implementation of a revised credit risk assessment framework, which led to a 15% reduction in non-performing loans and improved overall portfolio quality.
- Played a key role in the successful completion of an internal audit of the credit department, resulting in no major findings and a commendation from the audit team for efficient and accurate record-keeping.

Bachelor of Business Administration in Finance or Accounting at University of Arkansas, Fayetteville, AR

Sep 2016 - May 2021

Relevant Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Financial Management, Auditing, Taxation, Financial Statement Analysis, and Investment Management.