

Dawn M. Davis
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RESUME OF QUALIFICATIONS

Work: 414-535-2837
[REDACTED]

Experience: **BMO Harris Bank (fka M&I Bank Milwaukee, WI 1/77 - Present**

VICE PRESIDENT – Residential Mortgage Department 8/96 - Present

- Successfully market mortgage services and process mortgage loan applications for clients for purchases, refinancing and pre-approvals
- Accountable for analyzing credit and income, determining suitable products (FHA, VA, WHEDA conventional, portfolio & construction loans)
- Quote interest rates and closing costs, order appraisals and title reports, ensure the acceptable condition of the property and initiate all steps through closing.
- Perform/facilitate lender info sessions with area community based organizations and area churches relative homebuyer education
- Work with neighborhood groups, i.e. Sherman Park Community Assn., Harambee and Silver Spring Neighborhood relative to financial literacy and homebuying counseling.
- Also responsible for 3 M&I branches in the City of Milwaukee – 8300 W Silver Spring Drive, 2745 N MLK Drive and 3536 W Fond du Lac Avenue
- Counsel existing and prospective mortgage clients

*Ranked 98th out of a group of 200 in production: dollars, units, product referrals and net yield.

*Advanced from Mortgage Banker I to Mortgage Bank II & III based on increased production and demonstrating aptitude in relationship-building and marketing.

ASSISTANT VICE PRESIDENT – Residential Mortgages/M&I Northern Bank

Duties as stated above; however, from 8/96 – 9/01 also was accountable for retail production of sales for HELOCs, checking, savings/investment products for branch clientele at 3536 West Fond du Lac Avenue branch only. 2/02 all M&I affiliates merged into M&I Marshall & Ilsley Bank.

EXECUTIVE ASSISTANT

6/87 – August, 1996

- Assistant to 3 mortgage loan officers and 2 commercial lenders to perform all aspects of administrative duties for the branch, i.e., typing of correspondence, loan documentation for mortgage, retail & commercial loans, prep of loan presentation forms for weekly loan analysis meetings, scheduling appointments for clients and business partners.

- Processed branch mortgage loan applications for presentation to branch loan committee for approval or denial. Duties performed: verification of employment, credit references, landlord contacts and verifications and typing of all correspondence.
- Preparation of loan documents for mortgage and commercial loan closings as needed.

LOAN PROCESSOR/ADMINISTRATIVE ASSISTANT

1/77 – 6/87

Processed loan documentation for closings, loan renewals, commercial loan teller, balancing of daily payments and loan closings. Handled correspondence for various commercial & mortgage vice presidents on the branch level.

EDUCATION Various banking courses as required by M&I and corporate guidelines

AFFILIATIONS

- *Member of the Board of Directors – 30th Street Industrial Corridor Corporation
- *Member of the Board of Directors – Milwaukee Realtists
- *National Member -- NAREB
- *Member -- Wisconsin Mortgage Bankers Association
- *Member -- Hmong Chamber of Commerce
- *Member -- HUD Foreclosure Task Force
- *Member/volunteer -- Bay Shore Lutheran Church
- *Member -- WHEDA Church Ambassador Initiative for Central City churches (11 churches)

REFERENCES

Furnished upon request.