



## Underwriter

# Lana Reed

### Professional summary

Ambitious finance graduate with foundational knowledge in underwriting, credit analysis, and risk management, seeking an entry-level underwriter position. Strong analytical skills, with a commitment to continuous learning and professional development.

### Experience

#### Underwriting Intern

June 2024 - August 2024

Atrium Financial Services / Charlotte, NC

- Assisted underwriting team in reviewing applications for small business loans, gaining hands-on experience with credit analysis and risk evaluation.
- Conducted research on industry standards and market conditions to support senior underwriters in their risk assessments.
- Prepared risk assessment reports for underwriter review, achieving 98% accuracy in financial data reporting.
- Supported the team in completing 50+ application reviews, helping to reduce backlog and improve turnaround time.

#### Customer Service Representative

January 2023 - May 2024

Wells Fargo Bank / Charlotte, NC

- Provided excellent customer service to clients inquiring about loan options, account services, and credit requirements.
- Guided clients through loan pre-qualification processes, offering accurate and helpful advice on documentation needs.
- Maintained client satisfaction rating of 95% by addressing concerns promptly and effectively.

### Extracurricular Activities

#### UNC Charlotte Finance Club


2021 - 2023


Member


#### Soccer Team Captain

2021 - 2022

UNC Charlotte Intramural Sports

 (555) 456-7890

 lana.reed@email.com

 Charlotte, NC

### Links

LinkedIn: /in/lanareed

### Education

#### Bachelor of Science in Economics

University of North Carolina | Charlotte, NC


Graduated: May 2024

#### Associate in Underwriting

Expected completion: March 2025

### Skills

Credit Analysis 

Data Entry & Reporting 

Financial Research 

Customer Relations 

Microsoft Office Suite (Excel, Word, PowerPoint) 