

# Gerald Neil Parcell

---

**Objective** To become Business Manager for the School of Architecture and the School of Design at Virginia Tech

**Education** August 2011 University of Virginia  
*The Virginia Bankers School of Bank Management*

March 2006 Virginia Bankers Association  
*Branch Manager Certification*

May 2002 Radford University  
*Bachelor of Business Administration in Information Systems*

**Work Experience** 5/22— Present Caliber Home Loans  
*Home Mortgage Consultant*

- Process conventional mortgage loan applications
- Build customer relations to obtain mortgage loans
- Work independently and handle confidential materials and information
- Process a minimum of 5 loans per month
- Build rapport with external and internal customers
- Prepare and gather loan information for credit analysis using Microsoft Office software

5/21— 5/22 Wells Fargo  
*Home Mortgage Consultant*

- Process conventional mortgage loan applications
- Build customer relations to obtain mortgage loans
- Work independently and handle confidential materials and information
- Process a minimum of 5 loans per month
- Build rapport with external and internal customers
- Prepare and gather loan information for credit analysis using Microsoft Office software

6/02— 5/21 The National Bank of Blacksburg  
*Assistant Vice President and Loan Officer*

- Analyze customers' financial situations to determine approval and appropriate product
- Review and process consumer and commercial loan requests

- Make recommendations for loan requests to loan committee and the bank board using excellent communication skills
- Process a minimum of 20 loans per month
- Analyze, summarize, and develop a financial budget for the branch each year
- Assist customers reconcile accounts and maintain quality records
- Manage 6 full time employees while delivering excellent customer service skills and maintaining a professional work environment
- Work with home office to ensure all policies and procedures are followed in the branch location
- Prepare and gather loan information for credit analysis using Microsoft Office software, word processing, and spreadsheets
- Served as Area Manager for Bluefield, VA, market for 7 years which included supervision of 2 Branch Managers and 11 full time employees

### **Community Involvement**

Treasurer of Heritage Place Home Owners' Association  
Financial Committee Chair, Green Valley U.M. Church  
Active member of the Montgomery County Chamber of Commerce  
Active member of the New River Valley Realtors Association