

Ilda Sabido

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SUMMARY

- Self-motivated and dependable professional with a strong work ethic
- Excellent communication and interpersonal skills with individuals on all levels
- Ability to plan, schedule and meet deadlines to ensure internal and external customer satisfaction
- Enthusiastic, bi-lingual leader with effective organizational and time management

EXPERIENCE

McLennan Community Investment Fund

2022-Present

Assistant Program Manager

Independently oversees and manages the daily operations.

Develop knowledge of and observe all federal, state, and local laws and regulations that govern, affect, or impact McCIF and its functions.

Properly sort, organize and file documents.

Track and analyze delinquent accounts, exceptions and loans that would mature soon.

Maintain communication with vendors, email inquiries, websites, and other social media contacts.

Assist with paying bills and creating and sending out invoices.

Assisted with Spanish-speaking, current and potential, clients.

American Bank, Waco, Texas

2021 -2022

Lending Assistant to Executive Vice President

Assist loan officer by processing loan applications and preparing loan documents.

Ensure all loan documents and disclosures are completed in a timely manner.

Evaluate loan applications and documentation by confirming credit worthiness.

Create and design various letters, notices and loan requirement, informational material.

Track and analyze delinquent accounts, exceptions and loans that would mature soon.

Assisted with Spanish-speaking, current and potential, clients.

Central National Bank, Waco, Texas

2017 – 2019

Lending Assistant to Bank President

Assisted loan officer by processing loan applications and preparing loan documents.

Ensured all loan documents and disclosures are completed in a timely manner.

Created a database of all current clients, for accounting purposes.

Created and designed various letters, notices and loan requirement, informational material.

Tracked and analyzed delinquent accounts, exceptions and loans that would mature soon.

Assisted with Spanish-speaking, current and potential, clients.

National United, Waco, Texas

2013 – 2017

Mortgage Specialist/Banking Officer

Prospect new commercial and residential clients

Evaluate loan applications and documentation by confirming credit worthiness

Improve loan applications and documentation by informing applicant of additional requirements.

Reject loans by explaining deficiencies to applicants.

Create and nurture business relationships with realtors

Involved in all aspects of procedures, from opening to closing, until the loan is completed

Assist customers by answering questions; responding to requests.

The National Banks of Central Texas, Waco, Texas

2013 – 2016

Loan Assistant

Assisted loan officer by organizing paperwork and processing loan applications

Educated and assist the loan process to Spanish-speaking clients, through every stage

Ensured all documents and disclosures are completed in a timely manner.

Responsible for building a database of all current clients for accounting purposes

Created and designed various letters, notices and loan requirement, informational material

Tracked and analyzed delinquent accounts, exceptions and loans that will mature soon

Assisted Spanish-speaking customers with questions about their loans, new loans and

accounts. Organized and spearheaded community involvement events and fundraisers.

Skills: Bilingual (Spanish)

References upon request.