

# Katelyn Steelman

233 Marie Street, Natchitoches, LA 71457

318-471-7327 – katelynbug62@gmail.com

## Education

Northwestern State University  
Natchitoches, LA  
B.A. General Studies,  
May 2022

## Experience

*May 2019 - Current*

**Loan Processor • Mid - Level • Exchange Bank**

Greeting customers in a professional manner. Manage loans and paperwork for 4 loan officers, and help schedule closings, order title work, appraisals and help obtain insurance. Maintaining and filing all customer loan folders.

*February 2018 – March 2019*

**Personal Banker • Entry Level • Origin Bank**

Greeting customers in a professional manner. Perform basic deposit transactions, initiate wire transfers, and maintain customer debit cards. Balance and maintain vault cash totals.

*September 2017 – February 2018*

**Staffing Assistant • Entry Level • Manpower**

Answering the phones in a professional manner. Help place temporary staff at client work locations. Perform basic task in the initial hiring process such as collecting information, issuing a 5-panel drug screening, and reporting the results back to the hiring manager.

## Key Skills

Time Management  
Multitasking  
Professional Communication  
Excellent Customer Service  
Social Media Publishing

## Communication

Customers and other businesses I work with call in to obtain information, so answering the phone in a very professional manner is important. I also open the door and greet customers in a professional manner to direct them to the department they need. Communication internally is very important as well.

## References

Michael Newton  
Exchange Bank & Trust Company  
President & CEO  
700 Front Street  
Natchitoches, LA 71457  
318-352-8141 ext. 121

Kim Honeycutt  
Exchange Bank & Trust Company  
Loan Processor  
700 Front Street  
Natchitoches, LA 71457  
318-352-8141 ext. 128

Ashley Orr  
Mike Murphy State Farm  
Office Manager/Agent  
455 Second Street  
Natchitoches, LA 71457  
318-352-7311

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