

# **MATTHEW HARRELL**

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## **OBJECTIVE**

Seeking Opportunity to serve the community and city that I live in through volunteerism and sharing of gain knowledge through my profession and career and life experience.

## **SKILLS**

- Excellent communication skills
- Highly successful in understanding customer needs and providing exceptional results
- History of successfully dealing with difficult personalities to resolve issues.
- Effective management skills, including the ability to recruit, train, motivate and inspire others to deliver their best in demanding environments
- Highly organized, detail oriented, able to prioritize effectively and adapt to situations as needed
- Computer literate
- Excellent interpersonal and professional skills

## **EMPLOYMENT HISTORY**

Lightpoint Mortgage - Senior New Loan Advisor and Relationship Manager

The Insurance Guy - Managing Agent and Owner of Health and Life Insurance Brokerage

*Netsurance-Senior Health Advisor-February 2012 to November 2013*

Assists with managing the day to day operations of the business, training new staff, developing sales scripts,

Accomplishments: Consistently ranked top producer

*Amera Mortgage Corporation-Leads Division Manager- August 2010 to September 2012*

Developed and implemented state-of-the art lead generation division. Recruited and trained sales force of approximately 8 account executives.

*Approved Mortgage Corporation-Assistant Vice President-August 2007 to August 2010*

Recruited, trained and managed sales staff of 18 loan officers. Developed and implemented crucial sales techniques to improve total sales revenue production. Instrumental in elevating company to earn recognition as the Top 10 Mortgage Loan Brokerages in the State of Indiana.

*Premier Mortgage Funding-Branch Owner and Operator-March 2005 to July 2007*

Design and set up office for approximately 4 independent mortgage brokers. Maintain all marketing and advertisement campaigns. Maintain and monitor monthly budget. Develop

relationships with title companies, appraisers and other necessary vendors to conduct day-to-day business. Handle sensitive information regarding clients to protect integrity and confidentiality. Accomplishments: Passed all on-site branch inspections with A+ grade. Improved production from month to month. Sponsored many little league baseball teams in the Ben Davis area.

*Ameritrust Mortgage Company-Branch Manager- October 2003 to March 2005*

Managed branch of 18 mortgage brokers and 4 processors. Maintained vital reports on a daily basis to track employee and branch performance. Developed and implemented ongoing training exercises for staff. Implemented procedures for processors to ensure accurate and streamlined process from origination to close. Maintained government compliance for over 800 applications per month. Acquired relationships with vendors to compliment effective growth of market share. Coordinated contests and organized trips to various seminars to keep sales staff competitive and growing. Accomplishments: Ranked consistently in the top 10 of 300+ branches. Produced average of \$500,000 in fees per month. Promoted out 5 top branch managers during my tenure.

*Preferred Financial Solutions-Senior Account Executive- November 2002 to October 2003*

Performed cold, warm, and referral calling for consumer/debt elimination. Worked financial equations such as debt/income ratio and budgeting solutions for consumer client base. Responsible for acquiring new accounts to enroll into debt elimination program. Team lead for 12 account executives. Accomplishments: Ranked #1 for entire year as account executive. Produced back to back 1 million dollar enrollment months.

**EDUCATION**

Emmerich Manual High School-High School Diploma

Indiana State University-. Major: Business and Accounting

Indiana Business College- Major: Business Management

