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OBJECTIVE

To obtain a position that will utilize my overall banking knowledge and skillset in operations to build leadership, depth and understanding in all Operational Departments

EMPLOYMENT

November 2005 – Present Stock Yards Bank & Trust Louisville, KY
Asst Director of Operations, Senior Vice President 2018

- Assist in the overall management of the operations Divisions of the Company.

Loan Operations Division Manager, Vice President 2007-2018

- Responsible for all aspects of Loan Operations from Application to 10 years after payoff including but not limited to: Loan Documentation, Loan Processing, Loan Servicing, Loan & Credit Administration, Imaging, Loan Software Support & Collateral Processing.
- Member of the Compliance, BCP, IS Steering, Credit Question, Operations and various other projects.

Sr. Portfolio Manager, Assistant Vice President 2005-2007

- Supervisor of three Portfolio Managers and three Administrative Assistants
- Support three of the largest Portfolio's in the Commercial Lending Department: Update Approvals, Engage Attorney's and Appraisers, Fund Draws and, Transfers, Order and Review all documentation Pre and Post Closing with Policy, Procedures and Regulatory requirements.
- Member of the Compliance Committee, Disaster Recovery Committee and Information Systems Steering Committee.

December 2003- November 2005 Old National Bank Louisville, KY

Executive Client Advisor

- Commercial and Private Banking Lending Assistant for four loan Officers
 - Order and Review all Loan Documents
 - Order and Review all necessary Documents needed from outside vendors to ensure files are in compliance with State, Federal and Company Policies and Regulations.
 - Service clients banking, business and personal needs such as: Deposits, Loans, Investments, Insurance and Local Events
 - Track Participation's bought and sold
 - Track and Update Financial and Documentation Exceptions
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Administrative Assistant to Region President

- Pull all weekly reports
- Schedule his Appointments
- Process all Accounts Payable Items
- Send out weekly Louisville Newsletter of all New Accounts Opened, Prospects being called on, Items in Credit Process, New Marketing Items as well as Upcoming Events.
- Ordering Supplies
- Interviewed, Hired and Trained Support Staff for Commercial Lending
- Set up New Hires on the Systems and schedule training if not being done by me

March 1999-December 2003 BB&T Louisville, KY

Private Financial Services Assistant

- Commercial and Private Banking Lending Assistant for three loan Officers
- Order and Review all Loan Documents
- Order and Review all necessary Documents needed from outside vendors to ensure files are in compliance with State, Federal and Company Policies and Regulations.
- Service clients banking, business and personal needs such as: Deposits, Loans, Investments, Insurance and Local Events
- Track Participation's bought and sold
- Track and Update Financial and Documentation Exceptions

Loan Documentation Specialist

- Prepare loan documents for Commercial and Consumer Clients
- Maintained and Balanced General Ledger Accounts
- Input all information to M&I System
- Track Participation's bought and sold
- Track and Update Financial and Documentation Exception Reports

March 1997-March 1999 Bank One, KY Louisville, KY

Project One Consolidation Team Member

- Travel the Eastern U.S. bringing banking centers on-site to the Louisville Loan Servicing Center
- Worked with Six Team Members to load collateral to AFS System
- Verified Documentation in Files with Tracking on System
- Trained People in Markets on New Procedures

New Loan Processor/Trainer/Lead

- Prepared Loan Documentation for Commercial Clients
 - Inputted Loan Information to AFS System & Perfected Collateral
 - Trained Newly Hired Employees
 - Implemented training tools that are still being Utilized Today
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