

DAVID WALKER

888 East Main Street
Los Angeles, CA 08932

Phone: (310) 555-1212
davidwalker@hotmail.com

Career Focus:

INVESTIGATOR / BACKGROUND INVESTIGATOR

Tenacious and intuitive thinker with a progressive career in managing account relationships, writing internal reports, and handling diversified projects within various environments. Natural communicator who skillfully builds trust and rapport with people on diverse levels. Adept at developing well thought-out plans for conducting investigations, interviews, and analyzing information. Recognized for strong negotiation, multi-tasking, and problem solving skills. Known for maintaining strict confidentiality on sensitive information.

Rapport builder who works effectively in generating ideas and solving problems. Innate ability to manage projects from initial inception to completion and do what it takes to "get the job done." Change agent with the flexibility to adapt well to changing situations and environments. Knowledge of EEO law and discrimination.

KEY COMPETENCIES

- Investigative Techniques
- Problem Resolution Skills
- Supervision and Training
- Public Speaking & Communications
- Legal Compliance and Regulations
- Research and Information Gathering
- Analysis & Interpretation
- Report Writing Expertise
- Caseload Management

*Certified Federal EEO Investigator. Conversant in Spanish.
Proficient in Word, PowerPoint, and Excel; Internet and Email.*

PROFESSIONAL EXPERIENCE

WALKER CONSULTING SERVICES, LLC, Torrance, CA

2004 – Present

Sales & Business Development Manager

Direct all functions relating to sales, business development, and relationship management for business loans on commercial properties, rehabs, and construction projects. Conduct research and gather information involving prospecting, internet leads, assessing public records, and personal referral sources. Build and maintain ongoing relationships with clients, banks, brokers, and other business professionals. Provide underwriting analysis and other customer service initiatives, as needed.

GMAC MORTGAGE / AFFINITY MORTGAGE, Lancaster, CA

2002 – 2004

Senior Loan Officer

Recruited to position in newly established branch for small residential loan brokerage firm. Consistently ranked as one of the company's top loan officers in areas of sales, marketing, and training. Established new commercial loan division and developed million-dollar pipeline of contacts. Produced several *Letters of Interest* (LOI's) along with one for a \$60 million redevelopment project in Rhode Island. Designated as the "go to person" for co-workers needing guidance on difficult loan transactions.

EDWARD JONES INVESTMENTS, Torrance, CA

2001 – 2002

Account Representative

Credited with opening 100+ accounts despite economic downturn in securities market after 9/11. Personally cold called nearly 2,000 individuals and 100 small businesses to establish local sales territory. Scheduled and maintained regular appointments and followed up with all contacts using ACT! Provided sales, marketing, and customer service support to new accounts and prospective clients.

Marketed, sold, and serviced a wide range of investment products. Advised and counseled individual customers and small business owners and tailoring to particular needs in assigned territory.

ABC CORPORATION, Torrance, CA

1996 – 2001

Sales Representative and Trainer

Recognized as top enroller in telephone benefit enrollments for Fortune 500 companies such as Rite Aid Corp, Armstrong World Industries, Telespectrum, and Aramark. Served as key liaison for executive management and clientele with Spanish-speaking employees. Utilized bi-lingual abilities.

Monitored and coached staff in refining presentation skills while simultaneously maintaining highest overall sales and retention volume. Travelled extensively throughout Central Pennsylvania to conduct onsite Health Insurance enrollments. Supervised employees in areas of training and support.

THE HIGHLAND COMPANIES, Cherry Hill, NJ

1995 – 1996

Account Executive

Marketed, sold, and serviced various investment and life insurance products for employee retirement programs. Expanded sales territory, strengthened existing account relationships, and increased overall sales volume by over 100%. Voted Rookie of the Year for exceptional sales and customer service (1996).

Earlier Relevant Experience:

Executive Director / Legislative Aide, PENNSYLVANIA HOUSE OF REPRESENTATIVES

Handled daily written and oral communications involving constituent research services for former State Representative in 105th District and Chairman of the House Game & Fish Committee.

Wrote committee briefings and constituent letters. Revised and edited speeches numerous times before final acceptance by representatives. Worked closely with house and senate committee members, staff, government liaison, and public interest groups on committee proceedings and legislative efforts.

EDUCATIONAL BACKGROUND

**Bachelor of Arts—Political Science
THE PENNSYLVANIA STATE UNIVERSITY**

CERTIFICATION & SALES SEMINARS

Completed 32-hour EEO Investigator Course (April 2010)

Brian Tracy Sales & Development Seminar

Tom Hopkins Sales Seminar

MEMBERSHIPS

TOASTMASTERS INTERNATIONAL

888 East Main Street ▪ Los Angeles, CA 08932
(310) 555-1212 ▪ davidwalker@hotmail.com