

FULL NAME

Street Address, City, ST, Zip • xxx-xxx-xxxx • emailaddress@gmail.com

PROFESSIONAL SUMMARY

An accomplished and experienced professional with a comprehensive background in financial management, business management, bookkeeping and loan origination in an automotive or corporate environment. Thrives in a fast paced environment, manage multiple priorities while meeting critical deadlines. Delivers strong customer service and client satisfaction. Establish and maintain strategic relationships and passionate about technology. Significant sales and closing skills. Proficient with Microsoft Office programs, email, internet, PC platforms and familiar with Profit Monster, ADP, Reynolds and Autosoft Flex.

- Leadership
- Collaborative
- Initiative
- Goal-Oriented
- Resourceful
- Solution-Based
- Interpersonal Skills
- Detailed/Organized
- Strong Communicator

PROFESSIONAL EXPERIENCE

Friendly Kia **New Port Richey, FL** **2014 – 2016**

Finance Manager

Offered vehicle financing and insurance to customers and provided them with a thorough explanation of aftermarket products and extended warranties and a complete explanation of manufacturer and dealership service procedures and policies. Sought new lending institutions and maintained good working relationships to secure competitive interest rates and financing programs.

- Processed financing and leasing deals accurately and secured approval through financial sources.
- Created a program with the sales department that ensured all new sales were referred to the F&I department.
- Prepared DMV paperwork.

Automotive **Spring Hill, FL** **2007 – 2014**

Business Manager

Oversaw the financial and accounting system and personnel. Prepared monthly budgets and financial statements. Forecasted financial goals for each quarter to maintain the dealership's profitability. Processed all insurance claims and liability insurance.

- Reviewed all financial statements and worked with the accounting staff to clear up any discrepancies.
- Met with the department managers to go over business matters and develop plans to increase profitability.
- Maintained accounts with vendors, automobile and motorcycle wholesale, sales and marketing.

Cassata's Catering **Spring Hill, FL** **2000 – 2010**

Bookkeeper (part-time)

Basic bookkeeping, sales and marketing for catering business.

Autonation **Brooksville, FL** **2005 – 2007**

Finance Manager

Managed sales team while assisting and guiding sales managers to successfully close deals. Prepared and finalized title paperwork and contracts while following compliance guidelines. Completed legal paperwork involved in the vehicle purchase/transaction. Arranged primary and secondary financing for customers.

Autonation (continued)

- Sold automotive aftermarket products and warranties.
- Negotiated rates with banks and sold rates to customers.
- Converted customers from cash to finance.
- Exceeded monthly PVR, PI & CSI goals.

A-AAA Mortgage Loans**Spring Hill, FL****2002 – 2005*****Loan Officer***

Obtained/negotiated financing for customers and compiled loan applications. Drafted paperwork, analyzed and verified applications to determine the client's creditworthiness. Specialized in debt consolidation, conventional and non-conforming loans.

EDUCATION

Saint Leo University, Dade City, FL,
PHCC, Brooksville, FL

BA Management (2015)***Associate's Degree, Business Administration (2013)***