

I am seeking a challenging position with a secure company where I can establish a long term career and utilize and grow my skills for the betterment of the company and my future. I am a goal oriented, leader who thrives in a fast paced environment. I am capable of managing multiple priorities while meeting critical deadlines. I possess strong customer service, sales, and closing skills, as well as strong interpersonal and organizational skills. My computer proficiencies include, but are not limited to: Microsoft Office programs, email, internet, and PC platforms. I am also familiar with the following additional software: Profit Monster, ADP, Reynolds and Autosoft Flex.

Employment History

08/2014-9/2016 Finance Manager Friendly Kia, New Port Richey, FL

Duties: Sell aftermarket products, negotiate finance approvals, prepare DMV paperwork, collect bank stipulations and properly structure deals to ensure timely funding.

04/2007 - 8/2014 *Business Manager* Automotive, Spring Hill, FL

Duties: Basic bookkeeping, insurance claims, opened/built and maintained accounts with vendors, automobile and motorcycle wholesale, sales and marketing.

02/2010 - 08/2010 *Enumerator (part time/seasonal)* US Census Bureau, Spring Hill, FL

Duties: Collected decennial statistical, population, housing, social and economical data through personal interview while honoring confidentiality, door to door and strong interpersonal skills required for this position.

12/2000 - 06/2010 *Bookkeeper (part time)* Cassata's Catering, Spring Hill, FL

Duties: Basic bookkeeping, sales and marketing for catering business.

04/2005 - 03/2007 *Finance Manager* AUTONATION, Brooksville, FL

Duties: 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, sold automotive aftermarket products and warranties, negotiated rates with banks and sold rates to customers, converted customers from cash to finance, consistently exceeded monthly PVR, PI & CSI goals.

03/2002 - 03/2005 *Loan Officer* A-AAA Mortgage Loans, Spring Hill, FL

Duties: Obtained/negotiated financing for customers, 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 and Training

Saint Leo University Dade City, FL Bachelor's Degree B.A. Management/2015

PHCC Brooksville, FL Associate's Degree Business Administration/2013