

## FINANCE MANAGER

### Summary

Confident and sales-oriented Finance Manager with over three year experience and track record of sales success. \*Exceptional professional selling skills enhanced by leadership and refined by a formal education and specialized sales-related training. \*Incomparable customer service and unique interpersonal skills. \*Excellent team player and can work independently with little direction, resourceful and high energy personality. \*Highly flexible and adaptable to dynamic needs, effective problem solver, facilitator. \*Proficient with ADP, Reynolds & Reynolds, UCS and DealerTrack

### Experience

11/2003 to 05/2004

Finance Manager Company Name i¼ City , State

- Demonstrated continuous growth and achievements within the automotive industry.
- Solid business insight with the ability to ascertain needs for customers to increase profits.
- Tracked and disbursed all loans in a timely manner, communicated full contract disclosures, and accurately controlled paperwork flow.
- Maintained a strong working relationship with all lenders for four franchises.

02/2002 to 10/2002

Finance Manager Company Name i¼ City , State

- Developed a strong rapport with customers to ensure satisfaction.
- Identified needs of customers to proactively sell products to meet their needs and exceed Florida quotas.
- Excellent rapport building, skillful presentation, and effective closing skills.
- Extensive professional training in the areas of sales, relationship building and leadership.

03/2001 to 02/2002

Finance Manager Company Name i¼ City , State

- Efficiently analyzed all personal lines of credit to determine acceptability.
- Provided and/or coordinated full loan service functions for customers.
- Ability to work productively with all levels of the organization to add value and consistently contribute to the team.

04/2000 to 03/2001

Senior Credit Representative Company Name i¼ City , State

- Demonstrated strong project management skills through competent management of 26 sales centers' accounts in the Florida Division.
- Implemented a process improvement system to assist in reconciliations.
- Prepared customer billing and developed reports weekly for upper management.

### Education

1999

Bachelors of Business Administrations : Accounting MERCER UNIVERSITY i¼ City , State Accounting

### Skills

automotive, billing, closing, credit, leadership, process improvement, project management, rapport, relationship building, sales

### Additional Information

- Personal and professional references available upon request