

# JIMMIE LITTLE

Simi Valley, CA 93063 | 555-555-5555 | example@example.com

## Professional Summary

Tenacious financial management professional captures new business through offering auto loans and leases. Connects with customers using relationship-focused approaches, yielding 98% customer satisfaction rating. Exceeds financial targets with forward-thinking strategies.

## Work History

|   |                    |
|---|--------------------|
| <b>Finance Manager</b>  | 07/2020 to Current |
| <b>Johnson Auto Sales</b> – Simi Valley, CA   |                    |
| <ul style="list-style-type: none"><li>Manages 65+ monthly financial vehicle buying transactions for dealerships.</li><li>Works with lenders to obtain bank approval's for auto purchases.</li><li>Sells warranty packages and additional product services to customers.</li></ul>                         |                    |
| <b>Bank Teller</b>  | 05/2016 to 07/2020 |
| <b>Freeform Credit Union</b> – Palm Groves, CA  |                    |
| <ul style="list-style-type: none"><li>Assisted 40+ customers daily with financial transactions.</li><li>Maintained and balanced cash drawers, reconciling discrepancies.</li><li>Reduced fraud risk by verifying check endorsements, customer identification and other required documentation.</li></ul>  |                    |
| <b>Bookkeeper</b>   | 08/2011 to 05/2015 |
| <b>Wrightway Supermarket</b> – Orange Grove, CA   |                    |
| <ul style="list-style-type: none"><li>Completed daily reconciliation, accounting, and cash balancing functions.</li><li>Counted checkout registers and prepared tills and deposits.</li><li>Trained as backup customer service associate and performed duties to maintain productivity at 100%.</li></ul> |                    |

## Skills

- Auto financing
- Product upsell
- Time management
- Build customer relationships
- Correspondance
- Interpersonal
- Financial reporting oversight
- Fraud prevention

## Education

**Bachelor of Science:** Business Administration  
Valley University - Mountain Valley , CA

May 2011