

## Professional Summary

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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

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**Finance Manager** 07/2020 to Current

**Johnson Auto Sales** – Simi Valley, CA

- Manages 65+ monthly financial vehicle buying transactions for dealerships.
- Works with lenders to obtain bank approval's for auto purchases.
- Sells warranty packages and additional product services to customers.

**Bank Teller** 05/2016 to 07/2020

**Freeform Credit Union** – Palm Groves, CA

- Assisted 40+ customers daily with financial transactions.
- Maintained and balanced cash drawers, reconciling discrepancies.
- Reduced fraud risk by verifying check endorsements, customer identification and other required documentation.

**Bookkeeper** 08/2011 to 05/2015

**Wrightway Supermarket** – Orange Grove, CA

- Completed daily reconciliation, accounting, and cash balancing functions.
- Counted checkout registers and prepared tills and deposits.
- Trained as backup customer service associate and performed duties to maintain productivity at 100%.

## Skills

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

## Education

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**Bachelor of Science:** Business Administration

May 2011

**Valley University** - Mountain Valley , CA