**Glenn J. Meyer**

28 Reynolds Farm Road • New Milford, CT 06776 • [gjm49grc@yahoo.com](mailto:gjm49grc@yahoo.com) • (860) 799-7868

Over twelve years of financial services experience in coordinating and closing multi-million dollar commercial loans/leases and servicing existing portfolios. Expertise includes management of deals from the awarded stage to close by ensuring all operational requirements are met based on the terms and conditions of the agreements and providing support to portfolio managers.

**SUMMARY OF QUALIFICATIONS**

• Ability to interpret complex elements of documentation and choose the proper course of

action

• Strong analytical, problem solving, and decision-making skills

• Successfully interfaced with customers, third parties, and key internal stakeholders

• Effective verbal and written communication and customer relation skills

• Ability to work with cross-functional teams, multi-task, and meet deadlines

• Adept in handling confidential information and ensuring compliance

• Skilled in Microsoft Suite Applications

• Knowledge of the Uniform Commercial Code

• Drive culture of being lean by completing and implementing improvement process initiatives

**PROFESSIONAL EXPERIENCE**

**DEAL CLOSER**

**General Electric Capital Corporation, Danbury, CT April 2002 – May 2011**

• Proactively drove transactions to closing by timely meeting documentation and process requirements and influenced others to meet deadlines while effectively maintaining relationships between customers, internal departments, outside counsel.

• Determined closing requirements based on transaction structure and risk approvals and facilitated team meetings to communicate deal changes and obtain required documentation

• Anticipated and resolved closing issues and communicated to all parties and advocate recommended solutions

• Assisted Account Managers with high risk accounts, payoffs, and end of lease documentation

• Managed and maintained all follow-up requirements associated with closings

• Operated with discipline and excellence by use of prudent closing procedures

• Drove a culture that inspires by demonstrating a customer first approach

• Supported current portfolio by managing daily requests and ensuring their completion

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**DOCUMENTATION SPECIALIST**

**General Electric Capital Corporation, Danbury, CT September 1998 – April 2002**

• Prepared lease and loan documentation for commercial equipment

• Established strong business relationships with customers and dealers

• Booked accounts on GE internal database and wired out funds

• Filed UCCs with proper jurisdictions

• Provided support for operational/customer service requests

• Maintained existing portfolio with daily requests and incoming calls

• Performed internal audits on prepared documents ensuring accuracy

• Researched and resolved documentation issues

• Trained new employees

**EDUCATION**

B.S. Management, Central Connecticut State University, New Britain, CT (1993)

Pace University, White Plains, New York (1988-1990)

CT School of Broadcasting, Stratford, CT (1994)

References available upon request