***Glenn J. Meyer***

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

***Accomplished Financial Services Professional with competencies in Commercial Lending Operations, Loan and Lease Documentation, Healthcare, and Portfolio Servicing.***

* Twelve years experience in Financial Services Operations with a proven record of productivity, quality, and integrity. Adept in handling confidential information and ensuring compliance.
* Team player with the ability to work collaboratively to solve problems and achieve organizational goals and objectives. Experienced in streamlining processes and implementing innovative solutions.
* Analytical and extremely detail oriented with the ability to multi-task effectively, coordinate workflow, and meet deadlines.
* Dependable self starter with exceptional written and verbal communication skills. Competent in maintaining strong internal and external customer communications and relationships. Promoter of an all inclusive growth-oriented culture.
* Skilled in Microsoft Applications, Siebel, FileNet, and ACBS

**PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS**

**GENERAL ELECTRIC CAPITAL CORPORATION, Danbury, CT 2002 – 2011**

**Transaction Coordinator – Deal Closer** - *Proactively drove transactions to close by finalizing loan documentation and ensuring compliance of operational standards and procedures. Liaised between customers, internal departments, and outside counsel to support new volume efforts and projected net income.*

* Supported business efforts on delivery of $190 million in total new volume and $9 million in Net Income by processing loans from initiation to close.
* Held fully responsible for day-to-day operational requirements of assigned deals. Managed pipeline by anticipating and resolving issues and advocate recommended solutions.
* Interpreted complex elements of documentation and determine closing requirements based on transaction structure and risk approval. Facilitated operational team meetings to communicate deal changes.
* Operated with discipline and excellence by streamlining processes and adopting lean thinking. Reduced cycle time by driving creativity and solution oriented behavior. Revised back office support templates to increase efficiency and consistency.
* Collaborated with Relationship/Risk Managers on high risk client accounts, payoffs, and end of lease documentation. Managed daily requests and ensured follow-up requirements were attained.
* Drove a culture that inspires by demonstrating a customer first approach, training colleagues, sharing best practices, and promoting an all inclusive growth oriented culture. Voluntarily participated in special projects and business initiatives.
* Recognized and awarded for outstanding teamwork and support of deal teams.

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**GENERAL ELECTRIC CAPITAL CORPORATION, Danbury, CT 1998 – 2002**

**Documentation Specialist** *- Prepared Commercial Equipment loan and lease documentation. Audited and verified receipt of complete fully executed document packages, booked on internal system, and wired funds daily to clients. Managed incoming calls and provided superior customer service.*

* Processed an average of twenty accounts daily by confirming approval terms and conditions, equipment details, and pricing. Prepared and submitted all proper Uniform Commercial Code filings. Created complete executed documentation packages and mailed to clients.
* Established strong business relationships with customers by responding to incoming service line calls. Increased customer satisfaction by researching and resolving issues in a very timely manner.
* Supported a compliance environment by completing internal audits of documentation and systems processing. Audited peers initial documentation packages and effectively coached them on resolutions, accuracy, and efficiency.
* Trained all new Documentation Specialists and ensured they had the proper tools to perform their duties successfully.

**EDUCATION**

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

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

Connecticut School of Broadcasting, Stratford, Connecticut (1994)

References available upon request