

## SPECIAL FINANCE MANAGER

### Summary

Seeking the position of Commercial Underwriter II where I may employ my expertise in Special Finance Management, Cost & Risk Analysis (LTV & DTI), Structured Negotiations, and Audit Controls. Providing the company with the highest level of strategic services and profitability.

### Highlights

- Strong management skills in strategic planning, organizational re-engineering, budget analysis, process, productivity, and quality improvement.
- Talented in leading and developing business opportunities and marketing strategies to maximize profitability.

### Accomplishments

Phi Beta Kappa Honor Society

### Experience

Company Name December 2011 to February 2014 Special Finance Manager

City , State

- Managed and directed overall special finance administration and operation of automobile dealership.
- Achieved an average 202 sales per month (126 new cars) 57% rise in overall sales within the first 3 months.
- Re-engineered management methods which streamlined operations and increased sales.
- Conducted ongoing analyzes to evaluate the efficiency, quality and productivity of operations.
- Increased dealerships rating to #1 Dealer in the district and #1 in sales in the North East Texas Region; which significantly increased overall profitability for the company.
- Developed and implemented employee relations programs to increase morale, productivity and efficiency.
- Encouraged and supported a team-like work environment.
- After taking over special finance management position, increased the SSI (sales satisfaction index) from the mid 80's to 96%.
- Worked extensively with media personnel to coordinate advertising for print and radio.
- Developed, directed and monitored comprehensive communications and advertising programs through implementation of various media designed to achieve desired results.
- Organized, coordinated and implemented company's advertising and marketing strategies into everyday operations.
- Set up and arranged special activities and events to promote the company and its services.
- Managed and administered a \$25,000 monthly advertising budget.

Company Name July 2007 to December 2011 Dealer Relationships Manager (DRM)

City , State

- July 2007 - December 2011 Marketing and sales of the companies underwriting guidelines and programs in specific markets of Chrysler Dodge Jeep RAM dealerships.
- Securing financial lending opportunities for Chrysler Financial Corporation in the areas of retail finance, wholesale/floor planning finance, and leasing.
- Managed dealer accounts, assisted in the loan process, acted as a liaison between dealerships and the corporate offices.
- Maintained account management software, produced month end reports.
- Provided training on all Chrysler Financial programs and initiatives.
- Managed dealer accounts through physical visits, phone calls, emails, faxes and follow up.
- Coordinated and assisted Funding and Credit with the loan process.
- Conducted sales and finance presentations to demonstrate use of company products.
- Maintained complete confidentiality of all dealerships and Chrysler Financial Corporation.

Company Name June 2001 to May 2007 Senior LBM Manager

City , State

- Responsible for timely and accurate billing for strategic contracted customers with revenue in excess of \$10 million per month.
- Researched and resolved complex customer inquiries and issues.
- Developed business process and billing procedures for the Large Business Market Billing department.
- Trained and informed Billing Team on system modifications and procedural updates.
- Key player in creating new processes and systems during deregulation of the Texas electrical market.
- Knowledgeable in the rules and regulations of the Texas deregulated energy market including ERCOT processes, Electronic Data Interchange (EDI) transactions and Public Utilities Commission regulations.
- Conducted quantitative analysis of information affecting investment programs of public or private institutions.
- Market price analysis of indexed priced electricity in the commodities exchange arena.
- Lead Auditor and process writer for ISO 9001 compliance.

Company Name November 1995 to May 2001 Senior Market Analyst EES

City , State

- Managed, analyzed, and administered a multi-million dollar budget for operating expenditures in the energy services large business and trade market.

- Responsible for financial performance analysis, risk analysis, business planning for investor relations, conducting quantitative analysis of information affecting investment programs of public and private investors and institutions based on the NYMEX and current Houston Ship Channel price.
- Analyzed budget variances and initiated appropriate guidelines to more aggressively control expenditures and increase profitability.
- Established budget and risk guidelines to operate more efficiently to increase profitability for investors and the company as a whole.

#### Education

STEPHEN F AUSTIN STATE UNIVERSITY BBA : General Business, Business Administration City , State , US STEPHEN F AUSTIN

STATE UNIVERSITY Nacogdoches, TX BBA General Business, Business Administratio Expected Graduation: August 2015

TRINITY VALLEY COMMUNITY COLLEGE Associate of Arts City , State , US TRINITY VALLEY COMMUNITY COLLEGE

Palestine, TX Associate of Arts May 2011 GPA: 3.91 top 10% class Phi Beta Kappa Honor Society