

**PROFILE**

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Ambitious, organized sales professional who exceeds expectations for customer service and retention.

**SUMMARY OF QUALIFICATIONS**

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**Sales**

- Led the sales team at GO Auto, Inc. by 10% or more for over a year.
- Established 30% of Erikkson Financial’s \$12M portfolio.
- Demonstrated products and services by explaining features and characteristics
- Closed sales by negotiating sales price and overcoming objections
- Prepared sales forms and agreements following industry standards
- Developed more than 40 new client accounts throughout Colorado in three years
- Generated \$4 million in sales, increasing overall portfolio by 30% in a six-year period
- Maintained static pool levels consistently resulting in bonuses for five consecutive years

**Loan Underwriting**

- Evaluated over 50 loan application submissions each day
- Qualified buyers for financing by running credit checks and assessing risk
- Provided conditioned approvals or declinations based on lender guidelines
- Maintained and established working relationships with over 50 clients

**Purchasing**

- Negotiated terms and contracts with over 100 new and existing vendors
- Entered and processed purchase orders accurately and efficiently
- Reviewed, set-up and entered all new vendors and products
- Managed inventory including cost adjustments and balancing
- Streamlined department implementing new procedures that increased efficiency by 10%

**WORK HISTORY**

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**Sales & Finance Specialist**

*GO Auto Inc., Aurora, CO*

February 2013 – August 2017

**Loan Underwriter/Sales Agent**

*Erikkson Financial, Denver, CO*

May 2009 – January 2015

**Agent/Assistant to Purchasing Director**

*King Publications, Denver, CO*

June 2006 – April 2009

**EDUCATION**

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**Associates of Arts in Business (Computer Support Specialist)**

*Community College of Denver, Denver, CO*

Complete