**Deana Marr**

Duluth, GA | 678-697-0042 | deanamarr81@gmail.com |

Dependable and adaptable Branch Manager with 15+ years of finance, accounting, and bookkeeping experience. Collaborative and analytical leader skilled in professionally communicating, resolving financial problems and discrepancies with innovative solutions, and managing data, documentation, project deadlines, and multiple priorities in fast-paced and dynamic environments.

**Professional Experience**

**Automobile Acceptance Corporation | Flowery Branch, GA**

**Branch Manager | February 2019 - Present**

* Supervise employees by clearly communicating expectations and offering feedback and motivation, exceeding performance goals
* Close 10+ loans per week using excellent document and data management skills, reducing errors and discrepancies
* Direct daily operations by strategically planning and establishing organized workflows, boosting efficiency
* Support collections procedures by liaising with 20+ clients per day

**Security Finance Corp | Eufaula, AL**

**Branch Manager | November 2016 - February 2019**

* Led a team of 3+ by delegating tasks and monitoring performance, successfully maintaining a 100% employee retention rate
* Approved 50+ loans per month by analyzing complex financial data and information, consistently making sound decisions
* Coordinated daily operations, tax returns, and collections by effectively multitasking and prioritizing time, surpassing deadline expectations

**Continuing Education | June 2016 - October 2016**

* Researched career opportunities while furthering my education

**Fast Cash Taxes | Atlanta, GA**

**Branch Manager & Bookkeeper | September 2012 - May 2016**

* Maintained company books using exceptional organizational skills, resulting in more seamless operations
* Processed payroll for 20+ employees
* Reconciled accounts by leveraging careful attention to detail
* Tracked business licenses by creating a detailed renewal schedule, leading to a 100% on-time renewal rate

**The Kroger Company | Dacula, GA**

**Customer Service Associate | February 2011 - September 2012**

* Assisted customers by maintaining a positive and professional attitude while locating items, processing transactions, and answering questions
* Stocked and monitored inventory by performing physical counts and anticipating needs, ensuring accurate orders were placed
* Resolved customer issues by attentively listening to concerns and creatively problem-solving

**Additional Experience**

Dacula Finance | Loan Officer

Future Services | Posting Clerk

Multicell Packaging | Bookkeeper

**Core Competencies**

Accounting, Data Analysis, Tax Preparation, Reconciliation, Bookkeeping, Payroll, Reporting, Problem-Solving, Interpersonal Communication, Prioritization, GAAP, Multitasking, Billing, Process Improvement

**Technical Skills**

Microsoft Office (Word, Outlook, Excel), QuickBooks, Drake, Sage

**Education/Certifications**

**ProAdvisor Certification**, QuickBooks Online, 2019