

Gail B. Flinn

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Objective: To obtain a job utilizing my extensive experience in an operations position as a contract administrator and/or compliance auditor.

PROFESSIONAL PROFILE

- Exceptional verbal, analytical and writing skills
- Excellent attention to detail and highly organized
- Problem solver and motivated team player
- Strong computer background: Westlaw, Word , Excel, iLien on Line, Supertrump, TValue, HP12C
- LeasePack, OnBase and CenterPoint applications

EDUCATION

- High School graduate
- On - the - Job training and computer classes

BUSINESS EXPERIENCE

**Pentech Financial Services, Inc. July 2002 - December 2008 Documentation /Compliance Auditor
Campbell, CA**

- Generation of all lease documentation (venture and mid ticket segments)
- Prepared all documentation in accordance with the Credit Approval. Corresponded with Broker and Client for all requirements needed to complete the lease/loan transaction. Upon receipt of completed documents, input transaction in LeasePak for funding and booking.
- Audit transaction documentation for small ticket (off-site) office prior to syndication. Resolved all audit issues with broker/client. Audited input in LeasePack for booking. Liason with legal department when necessary.

**Mellon US Leasing, 1995 - 2001 Regional Account Manager
San Francisco, CA**

- Prepared documentation for three sales representatives for firm's portfolio
- Documentation generation for two Syndication officers and one Vendor Wholesale officer in accordance with Buy/Sell, Purchase/Assignment and Program Alliance Agreements
- Review and verify executed documentation for input into CenterPoint for booking. Coordinate syndication documentation efforts with lending partners

RELATED BUSINESS EXPERIENCES, 1973 - 1995

**LeasePartners Corporation 1994 - 1995 Marketing Representative
Burlingame, CA**

- Managed private label lease programs
- Established and managed telemarketing program

**Belvedere Equipment Finance Corporation 1991 - 1993 Operations Manager
Mountain View, CA**

- Documentation preparation, review and execution for syndication
- Office manager (payroll, accounts payable/receivable)

**American National Leasing Corporation 1986 - 1991 Assistant Vice President –Operations
San Francisco, CA**

- Managed and reviewed all transactions for seven documentation officers.
- Analyzed transactions for documentation compliance.
- Represented firm in courtroom proceedings working with both in-house and outside counsel.
- Worked with manager selling portfolios for syndication.

**The LeaseLine 1983 - 1986 Leasing Assistant
Los Altos, CA**

- Assisted the President in generating tax advantage leases.
- Performed other duties as assigned.

**MNB Financial 1977 – 1983 Senior Documentation Officer/ Internal Auditor
San Francisco, CA**

- Prepared all documentation for minimum transactions of \$500,000.
- Reviewed all leases for San Francisco, Chicago and Connecticut offices for proper documentation in preparation for bank audits.
- Managed the flow of requested documents to complete audit.

**Crocker McAlister Equipment Leasing, Inc. 1973 - 1977 Senior Documentation Officer
San Mateo, CA**

- Prepared lease documentation for five sales representatives.
- Coordinated documentation preparation with lease signoffs.

References Available Upon Request