

Stephanie Brooks

Finance and Insurance Manager

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SUMMARY

Finance and Insurance Manager with 7 years in automotive finance, including 4 in the finance office of a 230-unit-a-month Richmond dealership. Works deals across 12 lenders, presents protection products with a clear menu, and keeps every file inside regulatory and compliance requirements.

SKILLS

- Deal Structuring
- Automotive Finance
- Menu Selling
- Insurance Procedures
- Title Laws
- Registration Process
- Regulatory and Compliance Requirements
- Lender Relations
- Presentation Skills
- Customer Service

EXPERIENCE

Finance and Insurance Manager

09/2022 - Present

James River Motor Company

Richmond, VA

New and used dealership delivering about 230 vehicles a month.

- Finalize finance and insurance paperwork on **110** deals a month, averaging \$2,050 in back-end gross per retail unit.
- Secure approvals through deal structuring with 12 banks and credit unions, raising subprime approvals from 48% to 63%.
- Present service contracts, GAP and tire coverage through menu selling, reaching 68% service contract penetration.
- Review every file against title laws, the registration process and federal disclosure rules, with 0 funding chargebacks in 2025.

Finance Coordinator

03/2019 - 08/2022

Chesterfield Auto Plaza

Midlothian, VA

Joined as Sales Consultant; moved to Finance Coordinator in 2020.

- Prepared contracts, title applications and DMV registration paperwork for 180 deliveries a month.
- Cleared lender stipulations and funded 95% of contracts within 5 days.
- Explained insurance procedures and GAP coverage to buyers before each handoff to the finance manager.

EDUCATION

Bachelor of Science

05/2018

Virginia Commonwealth University

Richmond, VA

Finance

CERTIFICATES

AFIP Certified F&I Professional

Association of Finance & Insurance Professionals

10/2022

Virginia Motor Vehicle Salesperson License

Virginia Motor Vehicle Dealer Board

03/2019