

Casey Cape

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Career Objective

To use my strong work ethic, drive and knowledge to be the best that I can at all times.

Summary of Qualifications

- Highly motivated to be the best at what I do
- Over eight years of experience being a strong leader
- 15 years' experience in the automotive field
- Strong ability to stay ahead of the automotive industry to keep things fresh and new
- Strong ability to make effective changes
- Create ways to effectively use new technologies
- Advanced organizational skills
- Competitive and ambitious with leading roles in every position held
- Highly motivated with strong work ethic
- Strong ability to prioritize tasks and meet deadlines
- Advanced computer skills: MS office, Excel
- Accelerated learning skills; learn new tasks and able to adapt to new tasks quickly and efficiently

Education

Westwood College, Westminster, CO (Online)

Bachelor of Science in Business Administration: Concentration in Marketing Management, July 2011

Westwood College, Westminster, CO

Masters in Marketing Management, July 2011

Awarded the President's Award for a GPA of 3.8

Work Experience

Assistant Controller, New Country Motor Car Group, Saratoga Springs, NY 2008-Current

<http://www.newcountry.com>

Automotive Dealer

- New Country is one of the top ten Dealer Groups in the Nation
- Dealerships include: Subaru, Audi, Volkswagen, BMW, Mercedes Benz, Mini, Porsche, Ferrari, Toyota, Lexus, Mazda, and Ford
- Work closely with group controller during month end close
- Financial statement analysis
- Submit financial statements to manufacturers
- Monthly reports for the VPs based on financial statements
- Account analysis to VPs and GMs
- Standard Month End Entries
- Directly manage 6 deal spreaders: Focus on deal completion and accuracy
- Make decisions each month to get deals posted as soon as possible based on FS deadlines

- Ensure all deals are posted for each location and grosses are correct
- Make any adjustments necessary to correct grosses
- Work closely with Sales Managers to ensure deal counts
- Work closely with GMs to review financials
- Make sure all bonus money is correct
- Change required forms to reflect changing Federal and State regulations
- Manage Red Flags Paperwork: Check to verify each deal has the proper paperwork
- Work closely with the Purchasing Director to make sure new forms are distributed to all locations and on time
- Create all compliance rules and regulations that are passed to all 19 locations
- Ensure all Federal forms and New Country required forms are in the deals and correct
- Ensure CIT schedules are clean for cash position meetings
- Ensure the month is closed with Elite status with the auto manufacturers
- Overlook all paperwork to ensure contracts are signed by the customer and accurate
- Ensure all liable forms are up to date and current per customer and per deal
- Help aid the sales managers directly with meeting their monthly sales goals
- Monitor grosses per unit sold to stay on with projected profits
- Assist in profit ability by advising the sales managers of any additional expense
- Reports: Advertising, outside service Analysis for every store
- Help with correcting any additional expense that was not expected or incorrect
- Floor-Plan Account Reconciliations for 19 different auto brands
- Manage all Floor-Plan entries and variances to ensure all cars are properly priced on the new car inventories
- General Journal Entries posted in the accounting software ADP: COD checks, deposits, schedule adjustments, customer deposits, and contract funding
- Ensure all schedules are cleaned weekly: weekly schedule adjustments to maintain clean schedules
- Advanced work in Microsoft Office Excel to create formulas and worksheets to help with accruals, and analysis
- Excel is used to create monthly bonus settlements for all management on staff at store level
- Each bonus is calculated using excel formulas based on charts and percentages of profits
- ADP is the accounting software used to post and maintain all accounting entries at New Country and their 19 different locations

Assistant Controller/Office Manager, Capital Volvo of Albany, Albany, NY 12055, 2006-2008

Automotive Dealer

- Monthly bank reconciliations for the Volvo store.
- Ensuring all checks, deposits, and any entries to the bank account reflect the store accounting.
- Reconcile proper payment of rebates current with all different Volvo models and ensure proper posting of every payment made by manufacturer.
- Reconcile the Floor-Plan account through M&T Bank as well as handle any Floor-Plan audit.
- Write and approve all payments that come out of the Volvo location.
- Accounts payable/accounts receivable.
- Post all of the deals for the current month.
- Calculation of quarterly sales tax paid to New York State.
- Deposit of all sales, service and parts revenue for the current sales day.
- All accounting is entered into ADP accounting systems.
- Advanced Excel spreadsheets to calculate sales commissions and monthly profits.

Apparel Lead, The Sports Authority, St Louis, MO Brentwood, Kirkwood and Manchester 2003-2007

Sporting Goods Retailer

- Opened the Kirkwood location: Focus on Footwear and Apparel departments
- Ability to change anything on the apparel floor and any time when directed
- Setup the entire store according to plan-o-grams from the corporate office
- Participated in every floor move
- Leading apparel associates with floor moves and new ideas.
- Ability to change any fixtures and market the clothing.

- Followed plan-o-grams and specific instruction from large brands such as Nike, Adidas, and Columbia.
- Worked closely with representatives from Nike, Adidas and Columbia to ensure proper displays of apparel.
- Maintained fixtures and signage to display proper sales or promotions.
- Merchandised all apparel on the apparel floor.
- Made executive marketing decisions about the proper display of every piece of clothing.
- Created displays and mannequins to show off current collections.
- Worked for three different Sports Authority locations in the St. Louis area to reset apparel floors.
- Managed all price reductions to ensure all prices were accurate.

Memberships and Organizations

Communications - Youth Group Leader of F4C – Traveling Group, Prince of Peace, Clifton Park, NY

- Oversee all communications and marketing decisions
- Create newspaper ads, newsletters, and brochures for promotion efforts
- Create the group logo
- Travel with the youth group to various locations – New York, Pennsylvania, Georgia,
- Make phone calls to schedule different services and make travel arraignments.
- Overlook the entire event from start to finish.
- Manage behind the scenes to ensure everything is ready and completed.
- Maintain Social Media outlets
- Create merchandise to promote the group
- Maintain all funds and donations made to the group.
- Maintain all donation on behalf of the group: Battered Women’s Shelter, Toys for Tots, Regional Food Bank
- Create and Host events for fundraising: Yearly Pancake Supper, Trivia Nights

References

Shane Waters

Group Controller

New Country Motor Car Group

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Mike Raucci

General Manage

New Country Toyota and Scion of Clifton Park

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