

# APPOINTMENTS

## Board of Registrars

**Gail Karner**

48 Indian Lane

Franklin, MA 02038



The Board of Registrars has recommended the appointment of Gail Karner to serve as a member of the Board of Registrars with a term to expire on June 30, 2022.

**MOTION** to ratify the appointment by the Town Administrator of Gail Karner to serve as a member of the Board of Registrars.

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**DATED:** \_\_\_\_\_, 2020

**VOTED:**

**UNANIMOUS:** \_\_\_\_\_

**A True Record Attest:**

**YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**RECUSED:** \_\_\_\_\_

**Nancy Danello,**

**Temporary Town Clerk**

\_\_\_\_\_  
**Glenn Jones, Clerk**

**Franklin Town Council**

# Gail Karner

48 Indian Lane Franklin, Ma 02038

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## SUMMARY OF QUALIFICATIONS

I am an accomplished bank operations manager with proven success in achieving company goals. With excellent communication skills, I can interact with professional staff, clients and customers. I have also assisted in the development of new banking products to meet changing customer needs.

## PROFESSIONAL EXPERIENCE

### Management

- Supervised all mortgage and commercial loan operations achieving maximum customer satisfaction and meeting processing deadlines.
- Designed products within legal and system requirements promoting customer outreach.
- Developed clerical/teller groups providing support services to operating departments and branch offices.

### Communication

- Maintained frequent correspondence with attorneys, realtors, investors and financial institutions expanding company networks.
- Implemented procedures for accurate loan servicing and acquiring other banking institutions.
- Identified potential problems and recommended solutions to improve corporate efficiency and customer loyalty.

### Organizational

- Assisted in collection efforts, restructuring loans and account reconciliations to service departmental and customer needs.
- Organized statistical data and department budgets to facilitate optimum operations.

## WORK HISTORY

CVS	2019-Present
<i>Store Associate</i>	
Hallmark Cards	2014-2019
<i>Retail Merchandiser</i>	
BFCCPS Franklin, MA	2002-2004
<i>Lunch Coordinator</i>	
<i>Substitute teacher</i>	
DEWITT ANIMAL CLINIC Plainville, MA	2000-2001
<i>Receptionist</i>	
PLYMOUTH MORTGAGE COMPANY Foxboro, MA	1991-1995
<i>Loan workout and collections assistant</i>	
COOLIDGE BANK & TRUST Waltham, MA	1990-1991
<i>Documentation specialist</i>	
BANK OF NEW ENGLAND Hartford, CT & Boston MA	1979-1990
<i>Operations Officer</i>	

## EDUCATION

BENTLEY UNIVERSITY Waltham, MA *BS Business Communications, 1994*