

JOYCE WILLIAMS

1115 DeHavilland Avenue Duncanville, TX 75137 (972) 742-5451
wjoyce1115@gmail.com

CORE COMPETENCIES

Team Player • Self Efficient • Flexible/Dependable • Competent
Loyal • Mature • Reliable • Honest

SKILLS

Accounting Software • General Ledger Accounting • Cashier
Microsoft Outlook • Internet Research

PROFESSIONAL EXPERIENCE

FINANCIAL PROCESSOR Silver Leaf Resorts

05/1998 – 06/2014

- Using computers and computer systems (including hardware and software) to enter data, or process information.
- Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Compiling, coding, categorizing, calculating, auditing, and verifying information or data.
- Evaluating Information to determine compliance with standards using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards. Approving and denying credit based on the FICO score standards.
- Entering, recording, storing, or maintaining information in written or electronic/magnetic form.
- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Analyzing data or information by identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
- Making decisions and solving problems by analyzing information and evaluating results to choose the best solution and solve problems.
- Resolving conflicts and negotiating with others by handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Assisting and caring for others by providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

CREDENTIALS / ACTIVITIES

Notary Public for the State of Texas

Current