**Donna Ivy**

Lancaster, Texas 75134 divy3@sbcglobal.net

Home: 972-228-9266 Mobile: 469-877-4380

**PROFESSIONAL PROFILE**

Detail oriented, dedicated, and highly motivated professional with 10 plus years of experience in the financial services industry. Proficient in problem solving, communicative and written skills, customer service, CRM, investment account transactions and analytical thinking.

**EDUCATION**

Financial Professional, Master of Business Administration May 2017

University of North Texas at Dallas, Dallas, Tx

***Related Course Work:*** *●Publication ●AWS Management ● Business Procedures ●Client Associate*

*● Managing Office Finance ● Business Correspondence ● Account Management*

**Qualifications**

Software Knowledge

● Proficient with Microsoft Office; Advanced skill with Excel and Outlook

● Sage Accounting System, AS400, HP Remit Pro Check System, DaVinci

**Financial and Staff Accountant**

● Processing of accounts payable and receivables

● Maintained daily financial operations

**Bookkeeping and Records Management**

● Created sales report, invoicing, processing of TW licenses

● Customer account support for publication sales budgeting

● new works publication management general administrative function

**Related Work Experience**

**Staff Accountant**, Big Brothers Big Sisters

● Managed processing of cash receipts, recording of revenue

● Financial report preparation

● Assisted in creating policy procedures and auditing

**Financial Margin Analyst**, JP Morgan Securities

● Process bank reconciliation

● CRM system and on-boarding, monitoring risk management reports

**Work History**

GPS Administrative Assistant, Summer International Linguistic, Dallas, TX September 2018 – Present

Educational Substitute Teacher, Dallas ISD, Dallas, TX October 2016 – August 2018

Financial Office Coordinator Manger, Life Restoration, Dallas, TX April 2013 – April 2016

Administrative Assistant, AdaStaff Agency, Dallas, TX October 2015 – November 2016

Staff Accountant, BBBS, Irving, TX August 2014 – June 2015

Financial Margin Analyst, JP Morgan Securities, Dallas, TX August 1991 – August 2013