

Katy White

Westchester County, NY

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PROFESSIONAL EXPERIENCE

BOOKKEEPER Westchester, NY July 2018 – Present

Bookkeeper

- Coordinated due diligence for the sale of a broadband company including financial statements.
- Set up chart of accounts for a new distillery, ran payroll, booked cost of goods sold, reconciled bank statements, and produced financial statements.
- Extensive annual bookkeeping review of Chappaqua PTA, a 501c3 with 7 different entities and \$800k+ in annual revenue.
- Tracked Cost of Goods sold for beverage company
- Assisted CPA at tax time

JP MORGAN CHASE BANK, Westchester, NY June 2012 – January 2014

Private Client Sales Associate (Series 7 & 66)

- Work with bankers to uncover sales opportunities
- Assist Financial Advisors with their Financial Analyses, open accounts, monitor tasks
- Expert at resolving customer issues in a timely, competent and friendly manner

DEUTSCHE BANK SECURITIES, INC, Greenwich, CT March 2010 – June 2012

Registered Sales Assistant (Series 7 & 66)

- Assisted two Financial Advisors in the management of their business which included:
- Rebalancing the portfolios under management including; trading, trade allocation and asset allocation.
- Documented clients' Qualified Purchasing status for alternative investments.
- Client facing – active in developing relationships with our clients and expanding the relationship when opportunities arose.

DONALDSON LUFKIN & JENRETTE, New York, NY 1999 – 2000

Associate, Alternative Investments

- Administered \$500 million portfolio of five single-manager private equity funds.
- Responsible for all investor relations including quarterly correspondence and capital calls.
- Worked with outside counsel to ensure potential investors were qualified purchasers, thereby mitigating risk for our investors.

BANKERS TRUST COMPANY, New York, NY 1995 – 1998

Portfolio Assistant, Private Banking Fixed Income Desk

- Client service including cash management and cash flow projections.
- Created client presentations demonstrating asset allocation and performance data.
- Developed Access database to track credit data and customer information improving the efficiency of the trading desk.

EDUCATION, SKILLS AND CERTIFICATIONS

- Westchester Community College, Valhalla, NY – Associate in Science in Accounting (2019)
- New York University, New York, NY – Bachelor of Arts, Concentration in Economics (1997)
- Quickbooks Certified User (2019)
- Microsoft Office Suite, MS Access, Bloomberg, Quickbooks Desktop & Online & Sage