

Katy White

Westchester County, NY

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PROFESSIONAL EXPERIENCE

DRAGONFLY BOOKKEEPING (Self-Employed Freelancer) Westchester, NY July 2019 – Present

Bookkeeper

- Treasurer – New Castle Fire District #1, Chappaqua NY July 2023 through present. Maintain books and records of main operating account and a \$15 million capital project account for expansion project.
- Interim CFO – Benton County Cable, Camden, TN February 2019 – February 2023 when the business was sold: prepared due diligence requests for the sale to a publicly traded company.
- Bookkeeper – The Honorable Distillery, Marquette, MI July 2022 – August 2023. Set up chart of accounts, payroll, cost of goods sold, reconciled bank statements, and prepared financial statements.
- Bookkeeping Review – Chappaqua PTA April 2022 through present. The CPTA is a 501c3 with 7 different entities and \$800k+ in annual revenue. I review their books annually and prepare the financial statements for their 990 filing.

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

Private Client Sales Associate (Series 7 & 66)

- Worked with bankers to uncover sales opportunities.
- Assisted Financial Advisors with their Financial Analyses, opened accounts & prioritized 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 of Science in Accounting (2019)
- New York University, New York, NY – Bachelor of Arts, Concentration in Economics (1997)
- Microsoft Office Suite, Quickbooks Desktop & Online & Sage Accounting Software
- NYS Real Estate Salesperson and previously held series 7 & 66 securities licenses