

DIANELYS MYRDA

Financial Coordinator

dianelys.myrda@gmail.com

(682) 374-5709

123 Maple St, Concord, NH 03301



PROFILE

Dedicated Financial Coordinator with 1 year of experience in managing financial operations, including budgeting, forecasting, and financial reporting. Adept at streamlining financial procedures and collaborating with cross-functional teams to meet organizational goals. Demonstrates strong analytical, communication, and interpersonal skills. Committed to continuous improvement and professional growth in the financial sector.

LINKS

[linkedin.com/in/dianelysmyrda](https://www.linkedin.com/in/dianelysmyrda)

SKILLS

QuickBooks

Excel

Budgeting

Forecasting

Reconciliation

Payroll Management

Financial Reporting

LANGUAGES

English

French

HOBBIES

Budgeting and personal finance management

EMPLOYMENT HISTORY

Financial Coordinator at Fidelity Investments, NH

Apr 2023 - Present

- Successfully managed a portfolio of over \$50 million in assets for high net worth clients, resulting in a 15% increase in portfolio value during a two-year period.
- Streamlined the financial planning process for over 300 clients by implementing new software and automated systems, reducing client onboarding time by 25% and increasing overall efficiency.
- Identified and resolved a critical accounting error in the company's financial records, saving Fidelity Investments approximately \$1.5 million in potential losses and maintaining the company's reputation for accuracy and integrity in financial reporting.

Assistant Financial Coordinator at Northeast Credit Union, NH

Jul 2022 - Mar 2023

- Successfully reduced average invoice processing time by 30% within the first year, enhancing the efficiency of the financial department and improving vendor relationships.
- Streamlined the annual budgeting process, leading to a 15% reduction in time spent on budget preparation and a 5% increase in overall budget accuracy.
- Identified and implemented cost-saving measures that resulted in a 10% decrease in departmental expenses, positively impacting Northeast Credit Union's bottom line.

EDUCATION

Bachelor of Science in Finance at University of New Hampshire, Durham, NH

Aug 2018 - May 2022

Relevant Coursework: Financial Accounting, Corporate Finance, Investments, Financial Markets, Risk Management, Financial Analysis, Portfolio Management, and International Finance.

CERTIFICATES

Certified Financial Planner (CFP)

Mar 2022

Chartered Financial Analyst (CFA)

Jan 2021

MEMBERSHIPS