

Ellen Lifson

44 Sunset Drive White Plains, NY 10604 ■ H 914 949 9748 ■ C 914 715 6867 ■ elifson61@msn.com

Experience

Feb 2007 – Present Prime Resources Bridgeport, CT
Credit Analyst/Credit Manager

- Manage the credit department of \$50 million privately owned company
- Make decisions concerning credit limits, acceptable levels of risk, and terms of payment
- Account review and dispute resolution
- Process accounts receivable and reconcile accounts

Jan 2006 – Dec 2006 Davenport & Associates, Inc. White Plains, NY
Operations Manager

- Managed overall operations for financial planning firm
- Enrolled new clients, processed account transfers and life insurance applications
- Oversaw day-to-day operations and compliance

Mar 2005 – Dec 2005 Allsettled Group Stamford, CT
Senior Case Manager

- Processed insurance applications for life settlement provider
- Performed underwriting
- Prepared legal documents, reports, payments, and reconciliations

Sep 1996 – Mar 2005 Glenn G. Geiger Company, Inc. Darien, CT
Account Manager

- Processed insurance applications for executive benefit consultant
- Performed underwriting and conducted customer service
- Handled office management duties: billing, insurance licensing, and compliance

Education

State University of New York at Albany
Bachelor of Science in Business Administration/Management

Skills

Notary Public, New York and Connecticut
Microsoft Word, Excel, Outlook, Dynamics
Made2Manage