



CARA B. PARRY

📍 Amarillo, Texas | ✉ ncparry@live.com | ☎ [806-576-9897] | 💻 Open to Remote Work

PROFESSIONAL SUMMARY

I highly enjoyed my time in office with my coworkers, unfortunately I began to suffer from neuropathy at 39 and am not as mobile as I previously was, however I am determined to give any job that matches my qualifications or have an excellent learning environment, my all. I am a fast learner. I tend to be a leader and not a follower. I pride myself on being a problem solver. I am dedicated and highly experienced administrative and financial professional with over 25 years of customer service experience, 11 years in accounting, and 10 years in insurance as part of that.

Adept at working independently and within teams, with a strong focus on organization, integrity, and multi-tasking in high-demand environments. Technologically proficient and detail oriented, I try my best to show strong communication and problem-solving skills. I am results-driven in administrative and financial professional capacity over these 25 years of diverse experience in customer service, accounting, and insurance. I have also successfully managed the ability to manage complex financial processes and foster positive relationships in high-demand environments.

CORE SKILLS

- **Accounts Payable & Receivable**
- **Customer Service & Call Handling**
- **QuickBooks, Microsoft Office (Excel, Word, Access, Outlook)**
- **Adobe Acrobat & PDF Management**
- **Chromebook & Technological Device Management**
- **Insurance Policy Management (Property, Casualty, Commercial, with some Health)**
- **Google Suites**
- **Windows from 1995 - Current**
- **Many Accounting Softwares and programs**
- **75 WPM Typing | 10-Key Proficiency | Excellent Filing & Document Handling**
- **Quality Assurance & Problem Resolution**

PROFESSIONAL EXPERIENCE

Financial Clerk

Amarillo Independent School District, Caprock High School — Amarillo, TX

Aug 2017 – Mar 2023

- Managed full-cycle accounts payable and monthly reconciliations.
- Oversaw payroll processing, reimbursements, and fundraiser auditing.
- Organized and maintained Chromebook distribution, repair, and inventory.
- Handled scheduling, meetings, bus requests, and administrative support.
- Fostered a positive and helpful environment for staff and students.

Accounts Payable & Receivable | Actuarial Assistant

The Sixty 40 Company — Amarillo, TX

Jul 2014 – Jan 2017

- Processed TPA and Defined Benefit Plan distributions.
- Created invoices and managed collections using QuickBooks.
- Handled COBRA and employee health insurance plans.
- Supported payroll deductions, tax payments, and document scanning.
- Performed administrative tasks due to staff shortages, including reception.

Accounts Payable | Document Scanner (Temp Assignments)

OSI Employment Agency — Amarillo, TX

Jan 2014 – Jul 2014

- Assisted petroleum industry client with AP functions and clerical support.
- Used QuickBooks and proprietary software for financial documentation.
- Scanned and scrubbed legal and business documents for mergers/acquisitions.

Licensed Insurance Agent – Personal & Commercial Lines

Multiple Agencies including Nationwide Insurance & Fortenberry Insurance

Mar 2000 – Jul 2010

- Sold and managed auto, home, and commercial insurance policies for both many years in a call center as well as private insurance offices.
- Processed binders, ID cards, and policy renewals.
- Maintained up to 80 daily customer interactions, focusing on retention and service.
- Managed commercial underwriting communication and documentation.
- Took a break to raise my very young three children; license lapsed but open to renewal.

EDUCATION & LICENSES

Amarillo Area Center for Advanced Learning — Amarillo, TX 1995–1997

Tascosa High School — Amarillo, TX
High School Diploma (1995-1999)

Amarillo College — Amarillo, TX
Business Technology, Associate of Applied Science (A.A.S.) May 2013

Licensed Insurance Agent – Texas Dept. of Insurance
General Lines License (2000–2010) – *Willing to reinstate.*