**Dawn Marie Gautreaux**

505 Pemberton Pl, Picayune, MS 39466

(601)347-8334 • dawngautreaux19@yahoo.com

**PROFESSIONAL EXPERIENCE**

**Gulf South Security Holdings LLC May 2020 – Present**

**CFO** Perform financial audits; bookkeeping, analyze financial data for fraud and compliance, payroll processing, reconciling accounts receivable and accounts payable; leadership team supervisor, human resources, customer and employee relations, maintain compliance with GAAP standards, franchise standards, and maintain appropriate licensing for five multistate locations.

**First Southern Bank, Picayune, MS December 2020 – June 2021**

**Mortgage Loan Originator** Responsible for obtaining mortgage business through various referral sources, reviewing financial information from all relevant parties, and originating and evaluating mortgage loan requests according to guidelines and regulations.

**Holliday Construction, LLC, Poplarville, MS November 2019-March 2020**

**Office Manager** Responsible for human resources and general accounting practices, including scheduling, Accounts Payables/Receivable, Benefits, Payroll, Billings/Statement, and daily office operations.

**First National Bank of Picayune, Picayune, MS October 2007-November 2019**

 **Commercial/Consumer Mortgage Loan Officer/Branch Manager**

Manage all branch operations. Responsible for producing a profitable loan portfolio consisting of Mortgage, Commercial, and Consumer loans, Managing existing clients and employees. NMLS # 654163, MS Ins. Dept. License # 10431553 NPN 4699570 (now FNB of Picayune)

**SDT/Sidney D Torres, IV, New Orleans, LA October 2000 – October 2007**

**Vice President** Accounts Payables/Receivable, Benefits, Payroll, Billings/Statement, Condominium Association manager, and secure Special Project funding

**EDUCATION**

**Bachelor's Degree in Accounting with concentration in Forensic Acct/Fraud**

**c**urrently attending (2024) Southern New Hampshire University

**Associates Degree in Arts(Business Accounting and Finance),** 2022

Pearl River Community College, Poplarville, MS

**Mississippi School of Banking Certificate,** 2012

University of Mississippi, Oxford, MS

**Associates Degree in Paralegal Studies,** 1996

Phillips Junior College, Metairie, LA

**TECHNICAL SKILLS**

Leadership, Finance, Organization, Auditing, Payroll processing, Time Management, Attention to Detail, Customer Service, Operations, Project Management, Multi-Tasking, Problem Solving, Quickbooks, Microsoft Office, Microsoft Teams, Typing, Entrepreneurial Operating System (EOS), Tracktik, iDashboard, HUB Spot, Laserpro, Compliance One, Desktop Underwriter, Vizaline, Factual Data, Laserpro

 **MEMBERSHIPS**

National Society of Leadership and Success – 2023 - present

Association of Certified Fraud Examiners – 2020 - present

American Institute of Professional Bookkeepers Association – 2020 - present

Rotary Club, Poplarville – 2017 - 2019

Picayune Chamber of Commerce – 2007 - 2019

Phi Beta Kappa Honors Society – 2020 - 2022.

American Institute of Banking – 1993 - 2019

Mississippi Bankers Association – 2007 - 2019

Pearl River County Board of Realtors – 2020 - 2021

Garden of Eden Non-Profit Organization – Board of Directors - 2015

**REFERENCES**

David Allison – Sheriff of Pearl River County/Board of Directors at First National Bank of Picayune (now FNB of Picayune)– known since 2007 – 601-337-6062

David Hemeter – FNB Picayune – President – 601-749-3200

Jamie Taylor – Registered Nurse – Friend since 1978 – 601-337-7226