

Robert Smith

Assistant Treasurer

PERSONAL STATEMENT

Extensive experience in treasury responsibilities for a \$500 million revenue business. Ability to work well under pressure while consistently delivering high quality results in a complex, fast-paced environment. Organized and skilled management professional, effective at streamlining and improving business processes.

WORK EXPERIENCE

Assistant Treasurer

Pma Companies, Inc. - 2003 - Present

Responsibilities:

- Prepare cash flow statements and forecasts for chief financial officer across multiple entities. Manage daily cash flows to maximize investment income. The corporate portfolio consists of approx. 500+ active bank accounts across multiple banks.
- Research and invest short-term funds to ensure liquidity and maximize yield, without compromising principle.
- Approve/authorize all company wire and cash transfers, including both foreign and domestic.
- Track approx. \$50 million in statutory deposits invested in custodial accounts across multiple states. Ensure timely receipt and recording of interest payments.
- Monitor corporate debt agreements (totaling \$240 million), including verification and disbursement of interest payments, timely delivery of compliance items (i. E. Financial exhibits, reports and certificates) and correspondence to trustees and other related parties.
- Security administrator for all bank websites, including user access/setups, account structure, and repetitive transaction templates.
- Coordinate with auditors, both internal and public, to ensure sox compliance; demonstrating proper controls that eliminate asset risk.

Assistant Treasurer I

Pma Companies, Inc. - 1999 - 2003

Responsibilities:

- Negotiate, establish and manage corporate purchasing programs and contracts common to companys 20+ offices. Efforts resulted in leveraged spending, improved customer service and approximately \$1 million in company savings and returns in the past year.
- Scope of responsibilities office lease management (\$24 million in obligations), facilities management outsourcing, office equipment purchases and leases (i. E. Multi-functional devices corporate-wide, mail equipment configurations), claim overpayment recoveries, office supplies, business forms, paper archiving/storage and couriers.
- Develop, document and enforce company policies and procedures for above-mentioned programs, while ensuring vendors meet service levels and performance standards.
- Secure lease financing for companys it equipment, such as pcs, laptops,

CONTACT DETAILS

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SKILLS

Skilled manager and administrator with software (Oracle Financials, Paybase/Web series, MS Office, ADP, Concur, others) and hardware skills (IBM AS/400, mainframe systems). Outstanding interpersonal and communication skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

printers, servers, mainframe, videoconference equipment and other it investments (total value \$16 million).

- Review material contracts (minimum \$50k annual total spend) corporate-wide to ensure compliance, due diligence and financial prudence with company standards and policies.
- Prepare annual budgets relative to above-mentioned programs of responsibility.
- Assist underwriting dept. With coordination of corporate risk policies.

Education

B.S. in Financial Management - (Saint Josephs University - Philadelphia, PA)