



# AMELIA MOORE

## Cash Controller

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### PROFESSIONAL SUMMARY

Seasoned Cash Controller with a decade of experience in managing cash flow and ensuring compliance with financial regulations. Adept at implementing robust cash management strategies and enhancing financial reporting accuracy. Proven ability to identify discrepancies and streamline operations, contributing to organizational efficiency and success.

### WORK EXPERIENCE

#### Cash Controller

📅 Mar / 2019-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Managed funds distribution for employee petty cash, enhancing efficiency through redesigned procedures.
2. Utilized self-starter mindset to quickly adapt to financial processes and procedures.
3. Ensured adherence to SOPs and organizational policies.
4. Secured and managed cash office safes, maintaining security protocols.
5. Reconciled customer payments with EDI remittance data, improving accuracy in reporting.
6. Established effective channels for customer communication regarding payment inquiries.
7. Monitored compliance with federal and state regulations, ensuring fiscal responsibility.

#### Cash Controller

📅 Mar / 2015-Mar / 2019

Silver Lake Enterprises

📍 Seattle, WA

1. Provided exceptional customer service while managing cash and maintaining store operations.
2. Oversaw cash management and money handling during store openings and closings.
3. Maintained inventory levels and organized merchandise effectively on the sales floor.
4. Recognized for rapid promotion to Cash Controller due to exemplary performance.
5. Adapted to fast-paced environments, ensuring accuracy in daily financial operations.
6. Developed a streamlined process for cash drawer performance evaluations.

### EDUCATION

#### Bachelor of Science in Accounting

📅 Mar / 2012-Mar / 2015

University of Finance

📍 Toronto, ON

Focused on financial management, auditing, and compliance.

### SKILLS

Microsoft Excel



Team Collaboration



Payment Processing



Customer Service



Risk Assessment



Financial Policies



### INTERESTS

🎧 Podcasts

🗣️ Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

🔪 Intuition

👥 Leadership

🎧 Listening

👤 Mentorship

### LANGUAGES



English



French



Russian

### ACHIEVEMENTS

★ Reduced cash discrepancies by 30% through improved reconciliation processes.

★ Implemented new cash management protocols, resulting in a 20% increase in operational efficiency.