

# EMMA JOHNSON

## Cash Management Associate

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### PROFESSIONAL SUMMARY

Seasoned Cash Management Associate with 5+ years of experience in cash flow optimization and bank reconciliation. Expertise in financial analysis and regulatory compliance, with a proven ability to enhance operational efficiency. Committed to leveraging analytical skills to drive impactful financial strategies and support organizational goals.

### WORK EXPERIENCE

Cash Management Associate Apr / 2022-Ongoing  
Maple Leaf Consulting Toronto, ON

- 1. Executed cashiering functions for patient payments, ensuring accurate receipting and timely deposits.
- 2. Communicated effectively to resolve customer inquiries and maintain satisfaction.
- 3. Inputted data accurately and efficiently, maintaining high attention to detail.
- 4. Planned and prioritized multiple tasks to meet deadlines in a fast-paced environment.
- 5. Ensured confidentiality of sensitive financial information and documentation.
- 6. Maintained punctual attendance while managing workload effectively.
- 7. Conducted research to resolve unidentified reconciliation accounts in accordance with policies.

Cash Management Associate Apr / 2020-Apr / 2022  
Silver Lake Enterprises Seattle, WA

- 1. Entered and retrieved financial data from computer systems, ensuring accuracy in reporting.
- 2. Maintained compliance with operational policies, preventing fraud and protecting customer assets.
- 3. Contributed to revenue growth by identifying and promoting financial products to clients.
- 4. Exceeded sales goals by effectively cross-selling associated financial services.
- 5. Supported daily operations to ensure the integrity of cash management functions.

### EDUCATION

Bachelor of Science in Finance Apr / 2018-Apr / 2020  
University of Michigan Santa Monica, CA

Focused on financial analysis, cash management, and corporate finance.

### SKILLS

- Effective Communication
- Customer Service
- Cash Positioning
- Investment Strategies
- Cost Control

### INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

### STRENGTHS

- Willingness Wisdom
- Zeal Ingenuity

### LANGUAGES

- English Swahili Japanese

### ACHIEVEMENTS

- Streamlined the bank reconciliation process, reducing errors by 30%.
- Increased cash forecasting accuracy by implementing new analytical tools.