



ETHAN MARTINEZ

Cash Office Associate

PROFESSIONAL SUMMARY

A seasoned Cash Office Associate with 10 years of extensive experience in cash management and financial reconciliation. I excel in optimizing cash handling processes, ensuring compliance with financial regulations, and enhancing operational accuracy. My commitment to excellence has consistently improved team performance and customer satisfaction.

WORK EXPERIENCE

Cash Office Associate Jan / 2019–Ongoing
Seaside Innovations Santa Monica, CA

1. Trained and mentored new associates on cash office procedures, enhancing team competency and performance.
2. Prepared and balanced bank deposits, ensuring compliance with financial regulations and deadlines.
3. Implemented process improvements that reduced cash handling errors and increased operational efficiency.
4. Collaborated with management to develop effective cash management strategies that improved financial reporting accuracy.
5. Monitored and maintained change funds, ensuring adequate cash flow for daily operations.
6. Implemented a new cash management system, increasing efficiency in cash flow tracking by 25%.
7. Collaborated with management to develop cash handling policies, improving overall security measures.

Workforce Analyst Jan / 2015–Jan / 2019
Summit Peak Industries Denver, CO

1. Provided support to management in optimizing cash office operations for efficiency.
2. Assisted in forecasting cash requirements to maintain adequate liquidity for business needs.
3. Developed and maintained strong relationships with bank representatives for effective cash management.
4. Monitored compliance with cash handling policies, ensuring all staff adhered to procedures.
5. Identified opportunities for process enhancements, communicating recommendations to leadership.

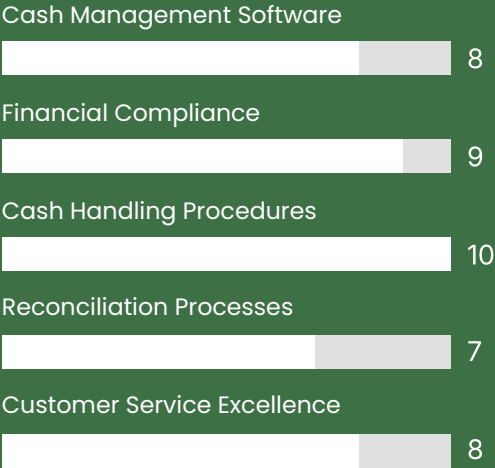
EDUCATION

Associate of Arts Jan / 2012–Jan / 2015
Springfield Community College Seattle, WA

Focused on financial management and accounting principles.

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SKILLS



INTERESTS

Scuba Diving E-sports
Reading Fiction Puzzle Solving

STRENGTHS

Stewardship Teamwork
Tenacity Vision

LANGUAGES



ACHIEVEMENTS

- Reduced cash discrepancies by 30% through accurate reconciliations.
- Successfully trained 15+ new hires on cash handling protocols.