EMMA JOHNSON

Cash Processor

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PROFESSIONAL SUMMARY

Motivated Cash Processor with a strong ability to manage multiple tasks in fast-paced environments. Recognized for exceptional attention to detail, achieving a 99% accuracy rate in cash handling and reporting.

WORK EXPERIENCE

Cash Processor
Seaside Innovations

📅 Jan / 2024-Ongoing
📍 Santa Monica, CA

1. Accurately processed and balanced cash and checks using advanced 10-key and scanning technologies.
2. Collaborated with various departments to resolve billing discrepancies and ensure financial accuracy.
3. Analyzed and reconciled cash batches, maintaining meticulous records of transactions.
4. Implemented efficient cash processing procedures to enhance operational productivity.
5. Managed the scanning, indexing, and filing of financial documents in accordance with company policies.
6. Maintained effective communication with insurance companies regarding claim rejections and payment issues.
7. Executed quality control checks to ensure compliance with financial regulations and internal standards.

Cash Processor
Cactus Creek Solutions

📅 Jan / 2023-Jan / 2024
📍 Phoenix, AZ

1. Processed and verified customer payments, ensuring timely and accurate transaction handling.
2. Conducted daily cash reconciliation for high-volume transactions in a fast-paced environment.
3. Utilized automated tools for efficient payment processing and data entry tasks.
4. Managed incoming payments, including checks and electronic transfers, with precision.
5. Performed general clerical duties to support the finance team and enhance workflow efficiency.

EDUCATION

Associate of Science
City College

📅 Jan / 2022-Jan / 2023
📍 Denver, CO

Focused on financial transactions, cash handling, and reconciliation methods.

SKILLS

Cash Handling

Data Reconciliation

Financial Reporting

Transaction Processing

ACHIEVEMENTS

⭐ Achieved 99% accuracy in cash reconciliation.

⭐ Streamlined cash processing workflow, reducing processing time by 20%.