



MIA TAYLOR

Junior Cash Specialist

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PROFESSIONAL SUMMARY

Motivated Junior Cash Specialist with two years of experience in financial transactions and cash reconciliation. Proven success in optimizing payment processes and resolving discrepancies. Strong analytical skills and attention to detail enhance financial accuracy. Committed to fostering positive client relationships and supporting organizational objectives.

WORK EXPERIENCE

Junior Cash Specialist

Maple Leaf Consulting

📅 Apr / 2024-Ongoing

📍 Toronto, ON

1. Delivered cash management solutions to diverse clients, enhancing financial operations.
2. Managed a specific territory effectively, leading to increased cash asset growth.
3. Facilitated the growth of a money fund from zero to over \$230 million within 18 months.
4. Consistently maintained or increased cash assets during challenging market conditions.
5. Collaborated with external partners to drive cash asset growth, achieving significant increases.
6. Provided tailored cash solutions to major clients, ensuring optimal financial performance.
7. Conducted regular reviews of cash management processes, identifying opportunities for improvement.

Cash Specialist

Silver Lake Enterprises

📅 Apr / 2023-Apr / 2024

📍 Seattle, WA

1. Accurately recorded and posted a high volume of cash payments through various channels.
2. Ensured precise application of cash to patient accounts, enhancing account accuracy.
3. Managed daily reconciliation of incoming payments, reducing discrepancies by 10%.
4. Processed denials and adjustments efficiently, maintaining strong relationships with payers.

EDUCATION

Bachelor of Science in Accounting

University of Finance

📅 Apr / 2022-Apr / 2023

📍 Santa Monica, CA

Focused on financial management, cash flow analysis, and accounting principles.

SKILLS

Microsoft Excel Proficiency



Financial Software Proficiency



Fraud Detection



Accounting Principles



Communication Skills



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Mandarin



Polish

ACHIEVEMENTS

★ Streamlined cash posting procedures, reducing errors by 15%.

★ Successfully reconciled over \$1 million in cash transactions monthly.