



# EVELYN WHITE

## Financial Services Technician

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

### SKILLS

Microsoft Office



10

Quantitative Skills



8

Cost Control



8

Invoice Processing



9

Regulatory Reporting



9

Compliance Audits



8

### INTERESTS

👤 Blogging

🧘 Yoga

✈ Travel

📷 Photography

### STRENGTHS

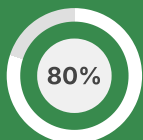
⚡ Agility

✅ Accountability

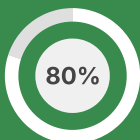
👥 Mentorship

👁 Insightfulness

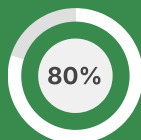
### LANGUAGES



English



Italian



Swahili

### ACHIEVEMENTS

★ Streamlined financial reporting processes, reducing errors by 25%.

★ Improved compliance accuracy, resulting in a 15% decrease in audit findings.

### PROFESSIONAL SUMMARY

Proficient Financial Services Technician with 5 years of experience in managing financial records and ensuring compliance. Skilled in optimizing financial processes, enhancing reporting accuracy, and resolving discrepancies. Dedicated to providing exceptional service and improving operational efficiency within financial teams.

### WORK EXPERIENCE

#### Financial Services Technician

📅 May / 2022-Ongoing

Pineapple Enterprises

📍 Santa Monica, CA

1. Issued and processed revolving fund checks for various financial transactions, ensuring timely disbursement.
2. Conducted comprehensive financial analyses of accounting systems, improving decision-making processes.
3. Identified and resolved systemic issues through data interpretation, enhancing operational efficiency.
4. Managed diverse financial services payment systems, applying established techniques to streamline operations.
5. Utilized personnel management systems to verify pay and entitlements for military personnel.
6. Generated and analyzed financial system reports, identifying discrepancies and trends for management.
7. Processed a range of financial documents, ensuring accuracy and compliance with regulations.

#### Financial Services Technician

📅 May / 2020-May / 2022

Cactus Creek Solutions

📍 Phoenix, AZ

1. Tracked and processed travel vouchers for military personnel, ensuring accuracy and compliance.
2. Investigated and resolved pay issues, collaborating with HR to enhance financial management.
3. Analyzed pay document reports to track housing allowances and bonuses, maintaining accurate records.
4. Managed financial coding and reimbursements for military pay at the state level, ensuring timely payments.
5. Performed reception duties, effectively managing incoming communications and documentation.
6. Reviewed and processed payroll biweekly, ensuring accuracy and compliance with financial regulations.

### EDUCATION

#### Bachelor of Science in Finance

📅 May / 2018-May / 2020

University of Iowa

📍 Phoenix, AZ

Studied financial management, accounting principles, and compliance regulations.