



# SOPHIA BROWN

## Treasury Assistant

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

🌐 www.qwikresume.com

### SKILLS

Advanced Ms Office Suite



8

Financial Research And Analysis



7

Treasury Operations



9

Internet Financial Applications



10

Regulatory Compliance Management



9

Multitasking In High-pressure Environments



7

### INTERESTS

★ Surfing

🌐 Martial Arts

👥 Community Service

📝 Blogging

### STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

### LANGUAGES



English



Mandarin



Polish

### ACHIEVEMENTS

★ Streamlined reconciliation processes, reducing discrepancies by 30%.

★ Implemented a cash flow forecasting model that improved cash management efficiency by 25%.

### PROFESSIONAL SUMMARY

Accomplished Treasury Assistant with a decade of experience in optimizing cash management and financial reporting. Demonstrated expertise in cash flow analysis, reconciliation processes, and achieving compliance with financial regulations. Proven ability to enhance treasury operations, driving efficiency and accuracy in financial transactions.

### WORK EXPERIENCE

#### Treasury Assistant

📅 Mar / 2019-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Recorded revenue and managed joint interest payments across multiple accounts.
2. Prepared journal entries for interest on certificates of deposit and managed bank fees.
3. Conducted monthly reconciliations for 12 bank accounts, ensuring accuracy in reporting.
4. Processed bi-monthly checks for the parent company and subsidiaries, maintaining timely payments.
5. Collaborated with accounts payable to ensure proper documentation for transactions.
6. Identified cost-saving opportunities in office supply procurement, reducing expenses.
7. Monitored cash flow and provided insights for strategic financial planning.

#### Treasury Assistant

📅 Mar / 2015-Mar / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Assisted with wire transfers and cash management tasks as a temporary employee.
2. Promoted to Analyst, overseeing daily account reconciliations and cash flow management.
3. Performed general ledger entries and bank reconciliations to maintain financial integrity.
4. Counted and documented daily cash intake, ensuring accuracy in reporting.
5. Facilitated team flexibility by managing urgent financial tasks efficiently.
6. Processed and reconciled bank statements, ensuring 100% accuracy in financial reporting.
7. Supported treasury operations by preparing cash flow forecasts, improving forecasting accuracy by 20%.

### EDUCATION

#### Bachelor of Science in Finance

📅 Mar / 2012-Mar / 2015

State University

📍 Santa Monica, CA

Focused on financial analysis, investment strategies, and treasury management.