
TREASURY ASSISTANT RESUME

Objective:

To obtain a Treasury Assistant position which will challenge me and help the organization continue to be successful.

Summary of Skills:

- Ability to maintain treasury filing systems, records, publications and reports
- Diversified knowledge of treasury functions
- A great deal of experience in working in a financial environment
- Strong computer skills, including Microsoft Excel, Word and PowerPoint
- Profound analytical and project management skills
- Diversified knowledge of treasury functions
- Ability to multitask within the finance department
- Exceptional ability to pay attention to details
- Exceptional ability to function in a team environment

Work Experience:

Treasury Assistant, August 2005 to till date
Kforce, San Francisco, CA

- Supported the Assistant Treasurer in the researching and development of capital markets initiatives.
- Managed to focus on the internal stock repurchase model.
- Calculated the earnings per share (EPS) impact of historical and future share repurchases.
- Prepared the quarterly share repurchase deck for the Board of Directors Meetings.
- Prepared monthly share repurchase activity report and quarterly Audit Committee deck.
- Monitored daily investment compliance and resolved non-compliant investment issues.
- Provided monthly fair market value reports to accounting and prepared monthly global cash investment reports.

Treasury Assistant, May 2000 to July 2005
Whitney Bank, San Francisco, CA

- Prepared and maintained the foreign exchange and investment budget and fee schedule.
- Coordinated foreign exchange invoice payments with accounts payable and ensured the payment schedule.
- Identified opportunities for further process improvements and leverage technology to improve treasury processes.
- Maintained effective relationships with internal customers and banking partners.
- Ensured business continuity process for department, including maintenance of software.
- Assisted the Vice President, Assistant Treasurer in various treasury related projects.

Education:

Associate Degree in Finance, Hawkeye Community College, Waterloo, IA

[Build your Resume Now](#)