
Treasury Officer Resume

Job Objective

Looking for employment as a Treasury Officer with a top rated organization that suits my expertise and experience levels.

Highlights of Qualifications:

- Extensive experience in insurance, reinsurance and financial services
 - Exceptional knowledge of Methods, procedures, and terminology used in professional accounting
 - Deep knowledge of financial and statistical recordkeeping techniques
 - Huge knowledge of accounting principles
 - Proficient in Microsoft Excel and Microsoft PowerPoint
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Professional Experience:

Treasury Officer
Monterey, Winter Haven, FL
August 2005 – Present

- Coordinated and reconciled different computer fiscal systems.
- Reconciled various fiscal statements to ensure accurate fund accounting.
- Prepared financial report of portfolio investment statistics and inventory.
- Assisted in overseeing the security and safekeeping of invested assets.

Treasury Officer
SunTrust, Winter Haven, FL
May 2000 – July 2005

- Analyzed the impact of projects and transactions on rating agency and regulatory capital models.
 - Prepared material for internal training courses and other internal and external presentations.
 - Monitored internal controls, policies, and procedures, and security of systems and operations.
 - Ensure accuracy of input and output data.
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Education:

Bachelor's Degree in Business Administration
Our Lady of the Lake College, Baton Rouge, LA

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