**Isaac M. Smith**

852 Sundown Lane

Austin, TX 78759

Phone: 512-739-1893

Email: isaac.smith@anymail.com

**Professional Summary:**

Dedicated, certified and experienced Senior Treasury Analyst adept at handling daily cash management, drafting treasury reports, providing financial advice, and project management. Outstanding abilities to manage cash flow, review assets and liabilities, and invest excess cash or income in stocks, bonds, and other securities. Adept at presenting financial reports to stakeholders, and effective advice for financial health of the organization.

**Summary of Skills:**

* Adept at processing taxes, analyzing financial statements, and assessing asset and liabilities
* Familiarity with all banking operations, bookkeeping procedures, and reconciling accounts
* Expertise in financial modeling and forecasting growth of the organization
* Ability to handle cash flow, maintain adequate cash reverse, and invest excess income
* Proficient in handling financial operations, QuickBooks and LedgerSMB
* Adept at preparing monthly/quarterly treasury reports, and tracking movement of funds
* Team player with excellent communication and interpersonal skills

**Work Experience:**

Senior Treasury Analyst

Bowlero Corporation, Austin, TX

November 2016 – Present

* Carrying out various duties like reviewing bank statements, performing wire transfers, and assessing liabilities for clients
* Monitoring financial transactions of corporate clients, and notifying the controller about possible issues
* Overseeing entering of wires, ACH transfers or bank transfers from multiple accounts as necessary
* Establishing and maintaining multiple accounts across a broad spectrum of banks for clients
* Investing excess cash, performing cash forecasting, and funding projects
* Understanding client requirements and developing inventive strategies to boost financial profits of the organization

Treasury Analyst

Bowlero Corporation, Austin, TX

January 2015 – November 2016

* Handled daily cash management, and prepared treasury reports
* Prepared month-end and quarter-end fiscal reports by summarizing financial transactions
* Coordinated with other analysts to create and maintain a log to track incoming and outgoing of cash
* Collaborated with other personnel like financial analysts, and accountants to give advice on asset management to the clients
* Developed financial models and presented financial reports at stakeholders' meetings
* Ensure tax compliance and good financial health of the organization

Tax Associate (part-time)

J. Crew Group Incorporation, Austin, TX

October 2011 – December 2014

* Organized tax files in the electronic format to keep the information confidential and safe
* Assisted clients in filing tax returns by explaining federal policies and procedures
* Worked with the audit team to prepare annual financial reports for clients
* Coordinated with other tax accounting professionals to solve tax inquiries from local, state or federal bodies by providing audit reports for the concerned client
* Answered clients' questions and provided legal advice on options for tax exemptions

Bookkeeper Assistant

Molex Accounting Services, Austin, TX

July 2010 – August 2011

* Assisted the bookkeeper in recording the financial transactions for the business clients
* Recorded daily business transactions in advanced accounting software
* Supported the bookkeeping team in updating accounts payable and accounts receivable records
* Performed data entries, and ensured no duplicate records existed
* Maintained a worksheet to handle the transaction information for 10 clients and prepared monthly financial statements to highlight profits/expenditures
* Verified correctness of the existing financial data

**Education:**

* Bachelor's Degree in Accounting  
  University of Texas, Austin, TX  
  2010

**Certifications:**

* Certified Treasury Professional – Association for Finance Professionals, 2013  
  Certified Public Accountant, 2012

**Reference:**

On request.