**Richard M. Conway**

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**Job Objective:**

Result-driven and target-oriented professional seeking a Treasurer position with 'ABC Bank' to use my extensive experience for managing organization's accounts, and providing high customer satisfaction.

**Summary of Skills:**

* Comprehensive experience with various treasury functions, maintaining cash flow, and online banking systems
* Familiar with various banking procedures including cash modeling, transaction processing, and other financial instruments
* Adept at advising financial implications of strategic plans to meet target goals
* Capable of prioritizing tasks, and working under pressure to meet strict deadlines
* Sound understanding of generating accurate financial reports, and maintaining vital documents
* Team player with effective written and verbal communication skills
* Ability to build healthy relationships with customers/clients by maintaining a courteous and friendly demeanor

**Work Experience:**

Bank Treasurer

BMO Harris Bank, Saint Louis, MO

October 2015 – Present

* Developing quarterly and annual budget based on customer requirements and upcoming capital projects
* Analyzing balance sheet trends to forecast liquidity funds for short-term, and long-term goals for prospective customers
* Conducting monthly meetings to discuss bank's website features, and making online banking safer and effective
* Monitoring third-party activities handling outsourced treasury functions, and preparing monthly reports for the senior management
* Assisting with the evaluation and management of bank's monthly balance sheet to determine the upcoming policies

Assistant Treasurer

Regions Bank, Saint Louis, MO

May 2012 – September 2015

* Performed financial analysis to revise bank norms and funding strategies
* Maintained and safeguarded bank's main vault, managed cash, securities or financial assets of the organization
* Ensured that sufficient monetary funds were available in the bank vault to meet bank's expenses
* Assisted treasurer in determining bank policies for processing loan applications, and daily cash flow requirements
* Closely reviewed documents submitted with the loan and mortgage applications to ensure proper procedures have been followed to mitigate financial risks
* Reviewed and maintained records such as financial records, debt records, product and services policies, and documents related to tax
* Monitored market trends, and prepared accurate reports to help draft new banking policies for high customer satisfaction

Bank Teller

Regions Bank, Saint Louis, MO

June 2010 – April 2012

* Accurately processed various routine transactions, including cashing checks, depositing money, and processing loan applications
* Assisted customers with banking operations, and provided information about available products and services
* Coordinated with the team in continually safeguarding bank assets, and successfully balanced the teller window
* Processed regular teller transactions efficiently to solve issues, and escalated complicated problems to the senior management
* Performed various duties like effectively handling ATM deposits, balancing cash drawers in the teller system, and answering queries as necessary
* Identified customer needs, gave accurate answers to the queries, and assisted on implementing appropriate services as per the requirements

**Education:**

* Bachelor's Degree in Accounting  
  University of Missouri, Saint Louis, MO   
  2008

**Certification:**

* Chartered Financial Analyst   
  University of Missouri, Saint Louis, MO   
  2014

**Reference:**

On request.