

Resume Sample for position «Treasurer»

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Mervin Graham

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ASSOCIATE TREASURER & DIRECTOR OF LIABILITY EXPERIENCE MANAGEMENT

12/2015 - present

Chicago, IL

- Manages the RFP processes to select service providers according to procurement regulations and negotiates contracts for service providers
- Plans, establishes, and executes processes for evaluating debt capacity and allocation of debt
- Develops new strategies which will reduce the cost of borrowing
- Works collaboratively with university and external stakeholders to advance the Treasury's work and to continuously learn about products and ideas that could help Treasury achieve its goals
- Manages special projects as assigned by the Treasurer
- Assists in verifying debt service payments for existing debt
- · Plans and manages new debt issuance process

03/2010 - 10/2015**MARKETS HEAD & COUNTRY TREASURER DOMINICAN REPUBLIC & HAITI**

Detroit, MI

- Manage the local vehicles Balance Sheets in terms of Asset Liabilities, and Capital
- Increase the seniority of the Markets team through the proper training, coaching and development of backups
- Conduct ALCO meetings and manage relationships among ALCO, LAN Division, MRPC and trading in NY
- Help develop the local financial market through innovative products such as derivatives and electronic platforms
- Work with regional partners to
- Manage the Market risk positions for the country
- Ensure team is motivated and challenged through interesting assignments, continuios development and a clear career path

11/2004 - 09/2009TREASURER

Phoenix, AZ

Bachelor's Degree in

Finance

- Work with management to develop and improve strategies and increase net profit by performing effective treasury management
- Develops, recommends, implements, monitors, applies, coordinates, and manages Treasury policies and procedures
- Working Capital manager and cash management teams
- Develops an adequate plan for backup and succession of management and other key personnel as it pertains to treasury and working capital
- Execute cash flow forecasting to manage the company's global cash position, short term investments and credit lines to provide for adequate liquidity
- Work with the Regional Capital Head to develop processes for ongoing review of capital adequacy and preparing presentation of analysis for senior management
- Manage performance of investment managers for company's pension/401k plans

EDUCATION PORTLAND STATE UNIVERSITY

SKILLS

- P&L and results orientation: a practical approach to strategy formulation and implementation which will drive rapid growth in profitability
- Proven strong interpersonal and relationship building skills and ability to influence at the highest levels within organizations
- Good knowledge of the regulatory environment and of SG's policies concerning treasury and funding
- Ability to provide broad financial perspective while also driving and delivering detailed analysis
- Strong attention to detail
- Ability to train, mentor and manage staff in the execution of tasks and responsibilities
- Able to multitask efficiently and effectively
- Ideal candidate is motivated to work in a fast-paced environment, to move things forward, to meet stringent timelines, and to handle multiple demands simultaneously
- Solid analytical, mathematical, and research skills

• Microsoft Excel proficient