

STRENGTHS

-  **Cash Forecasting**
Forecasts connect receipts, expenditures, and daily balances. A recurring review helped surface funding needs before schedules tightened.
-  **Investment Judgment**
Balances liquidity and return through documented analysis. Advisors valued clear questions and practical recommendations during reinvestment reviews.
-  **Public Funds Stewardship**
Treats each fund balance as a public trust. Careful records and control reviews gave finance leaders confidence during audits.
-  **Reporting Clarity**
Turns detailed records into useful reports. Pivot table analysis helped reviewers see interest trends without sorting through raw transactions.
-  **Collaborative Delivery**
Keeps advisors, accounting teams, and operating partners aligned. A calm follow through helped time sensitive treasury work move forward.

SKILLS

- Cash management
- Municipal finance
- Investment analysis
- Cash flow forecasting
- Pooled investments
- ACFR reporting
- Excel pivot tables
- Journal entries
- Internal controls
- Banking operations
- Liquidity planning
- Investment reporting
- Interest allocation

SUMMARY

Senior treasury and investment professional with seven years supporting public sector **cash management**, multi fund portfolios, liquidity planning, and financial reporting. Daily work connects cash flow forecasts with **actual activity**, expected expenditures, **working capital** needs, and investment decisions that protect liquidity and support sound returns. Experience includes pooled fund administration, investment advisor coordination, interest allocation, management fee calculations, journal entries, banking operations, reconciliations, and Excel pivot table reporting. Monthly investment reports, committee materials, audit support, ACFR schedules, policy documents, and **historical interest revenue analysis** receive careful attention. Clear communication with finance leaders, accounting teams, operating departments, banks, and advisors supports dependable decisions. Ready to bring disciplined analysis and public funds stewardship to a municipal treasury team.

EXPERIENCE

Senior Treasury Analyst

- Blue Ridge Public Finance Collaborative  July 2023 - Present  Roanoke, VA
- Leads daily cash positioning, investment analysis, and reporting across multiple public funds. Coordinates advisors, finance leaders, accounting teams, and operating partners while preserving documented controls, accurate records, timely decisions, and dependable service.
- Positioned daily cash across public funds using forecast reviews and documented **liquidity** controls.
 - Compared projected activity with actual transactions, identifying funding needs before scheduled **expenditures** arrived.
 - Prepared investment reports and committee materials from reconciled records, earning finance leadership confidence.
 - Coordinated advisors and operating departments during time sensitive **reinvestment** decisions, keeping liquidity available.
 - Maintained **investment records**, fee calculations, and interest allocations through repeatable Excel workflows.
 - Reviewed policies and **procedures** against **internal controls**, supporting reliable reporting and audit readiness.

Cash Management Analyst

- Commonwealth Municipal Services Group  June 2021 - June 2023  Lynchburg, VA
- Managed **cash forecasting**, **pooled investments**, Excel reporting, reconciliations, and banking activity across municipal funds. Produced analysis for finance stakeholders while improving documentation, transaction accuracy, and visibility into liquidity and earnings.
- Built cash forecasts from receipts, disbursements, historical activity, and expected fund requirements.
 - Compared pooled investment positions with cash needs, supporting timely reinvestment recommendations for fund managers.
 - Used **Excel pivot tables** for interest revenue analysis, monthly reporting, and management review.
 - Reconciled banking activity and **investment records**, resolving exceptions before month end close.
 - Calculated **management fees** and fund interest, providing accounting teams with support for **journal entries**.
 - Documented repeatable cash procedures, helping teammates complete reviews with fewer follow up questions.

Treasury Analyst

- Shenandoah Regional Finance Partners  June 2019 - May 2021  Harrisonburg, VA
- Supported public sector banking, investment records, reporting, and month end treasury controls. Built foundational expertise in **cash operations**, reconciliations, **public monies**, policy documentation, and accurate financial records for municipal clients.

Financial reporting

Cash operations

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Senior Treasury Analyst at Blue Ridge Public Finance Collaborative (3.2 Years)

● Cash Management Analyst at Commonwealth Municipal Services Group (2 Years)

● Treasury Analyst at Shenandoah Regional Finance Partners (1.9 Years)

- Updated public fund **investment records** after daily banking activity and approved transaction reviews.
- Prepared reconciliation support for receipts, disbursements, **safekeeping** activity, and month end controls.
- Assisted cash flow **projections** by organizing historical transactions and upcoming expenditure information.
- Compiled reporting schedules for advisors and finance reviewers, improving access to current balances.
- Recorded journal entry support for interest activity and fund level **accounting** adjustments.
- Flagged documentation gaps during control reviews, helping senior analysts resolve issues before reporting deadlines.

PROJECTS

Municipal Liquidity Forecast Model 📅 2024

Created a practical forecast model linking receipts, disbursements, expected expenditures, and pooled fund balances. Pivot based views helped reviewers compare projected activity with actual results and discuss working capital decisions.

ACFR Investment Disclosure Support 📅 2023

Organized investment records, interest history, and fund details into review schedules supporting ACFR cash and investment disclosures. Clear source tracking made collaboration with accounting teams easier.

LEADERSHIP & AWARDS

- Received Certified Treasury Professional designation in 2024 after building broad cash and investment expertise.
- Selected for senior treasury responsibilities after consistent work on public fund reporting, controls, and advisor coordination.
- Recognized by finance colleagues as a dependable resource for cash forecasts, reconciliations, and interest allocation questions.

EDUCATION

Bachelor of Science in Finance

James Madison University 🎓 GPA: 3.5 📅 2019 📍 Harrisonburg, VA

Coursework: *Municipal finance, investment analysis, accounting, economics, financial reporting*

CERTIFICATIONS

- Certified Treasury Professional 📅 2024
- Excel Financial Modeling Certificate 📅 2023

TECHNICAL SKILLS

- **Cash Management:** Cash positioning, cash forecasting, liquidity planning
- **Investment Analysis:** Portfolio analysis, reinvestment analysis, investment trend analysis
- **Municipal Finance:** Public funds, municipal functions, public monies
- **Excel Reporting:** Excel pivot tables, advanced estimates, historical analysis
- **Financial Reporting:** Monthly investment reports, ACFR disclosures, earnings reports
- **Accounting Operations:** Journal entries, interest allocation, management fees
- **Banking Operations:** Receipts, disbursements, safekeeping
- **Control Frameworks:** Internal controls, policies, procedures
- **Investment Administration:** Pooled funds, investment records, investment advisors
- **Forecasting Methods:** Cash flow projections, actual activity comparison, expenditure estimates

PROFESSIONAL AFFILIATIONS

- Association for Financial Professionals, treasury and cash management member.
- Virginia Government Finance Officers Association, public finance professional member.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST