 **Treasury Associate Sample Resume**

**Experience**

**Hybrid Hedge and Private Equity Fund, New York, NY March xxxx – Present**

*Senior Associate*

* Produce daily cash utilization report to forecast liquidity for all funds globally with a total position cash of $2bn
* Execute and negotiate repo/reverse-repo trade agreements with several counterparties
* Compile projected deal allocations, subscriptions, distributions and cash positions across funds to produce available cash report
* Execute FX spots and forwards to hedge firms overall cash position
* Trade and maintain a Treasury Bill portfolio of $300mm
* Create and maintain counterparty relationships to increase financing availability from various facilities
* Secure borrowings for short positions, projected deals and other uses
* Coordinate fundings for Fixed Income products, lending positions and external secured wires
* Manage and execute Money Market investments, margin, and centralized funding operation
* Assisted in implementing a new Treasury Management System to streamline cash reporting and the overall funding operation

**Multinational Investment Bank, New York, NY February xxxx – March xxxx**

*Treasury Analyst*

* Provided detailed updates and reports of cash thresholds, intraday liquidity changes, intraday credit usage and currency fluctuations to various fixed income, operations, and treasury desks
* Prepared analysis for investment vehicle options and reconciled U.S dollar bank accounts
* Worked with counterparts in treasury, controllers and business units to ensure deal execution is made in a precise and timely manner
* Interacted and collaborated with the Corporate Finance desk to manage liquidity and to seek opportunities for borrowing and investing
* Forecasted sources and uses of liquidity to manage and communicated the position in real time with short-term trading desk

**Private Family Office, New York, NY May xxxx – January xxxx**

*Analyst*

* Developed financial and valuation models to evaluate industry operating performance and efficiency
* Projected market trends and forecasted risks and opportunities arising from the dynamic nature of the economy
* Monitored daily stock prices and computed fluctuations to make recommendations to clients
* Acted as liaison between accredited investors and numerous high-end funds
* Assisted in analyzing multiple company’s financial data and performances

**Education**

**ABC University, New York, NY May xxxx**

*Bachelor of Science in Finance*; *Minor in Business Administration*

**Skills**

* Microsoft Office Certified, Bloomberg, Trade Web, Visual Portfolio Manager, Eze OMS, J.P Morgan Markets, Kyriba, Business Objects Web Intelligence, COMEX clerk
* Member of The First Tee golf program
* Member of IPAD’s for Soldier