**Professional Summary**

Results-driven, detail-oriented financial professional with experience in funds management, credit analysis, and administrative roles. Excellent time management skills to produce quality work while meeting tight deadlines. Strong ability to provide guidance, instruction, and administrative support. Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.

**Work Experience**

**First Hawaiian Bank**,Honolulu, HI **Dec. 2018 – June 2023**

*Funds Management Analyst*

* Managed foreign exchange and excess liquidity positions of the bank, including daily liquidity, positioning, funding, and cash flow forecasting.
* Improved cash flow forecasting to minimize interest expense and inform borrowing decisions.
* Performed analyses to generate liquidity reports for presentation to senior management.
* Assisted tellers with foreign exchange transactions.
* Performed annual credit reviews of correspondent banks.
* Developed and maintained policies and procedures related to funds management and foreign exchange. Reviewed policies and procedures regularly and recommended changes as required as the company transitioned to a modernized banking platform.
* Enforced corporate procedure and policies and ensure compliance with internal controls.
* Worked with business groups to recover funds related to forged checks.
* Reviewed invoices and reconciled with purchase orders to ensure that business group properly paid vendors for goods and services while obtaining proper documentation for approval.
* Utilized Microsoft Office Suite programs to perform daily tasks. Used Excel formulas and Excel macros to streamline manual processes and increase team’s productivity.
* Generated Excel pivot tables to compile key company data.
* Trained new employees in departmental procedures.
* Planned and organized work under minimal supervision of manager.
* Monitored and updated disaster recovery and contingency funding plans, which were activated during 2020.

**Jefferson Elementary School District**, Honolulu, HI **Oct. 2017 – Dec. 2018**

*Keyboarding and Digital Media Instructor*

* Taught students aged 5 to 12 introductory digital literacy, including introducing them to variety of computer software and hardware for completion of school assignments.
* Responsibilities include organizing lesson plans, supervising student groups ranging from 12 to 20 individuals, and supporting other teachers in special education classrooms to maintain a proper classroom structure.

**Trinity College**, Hartford, CT **Sept. 2016 – May 2017**

*Quantitative Learning Tutor*

* Provided one-on-one tutoring for college-level mathematics courses, including Calculus, Statistics, and Probability.

**Education**

**Trinity College**, Hartford, CT

Bachelor of Science with Honors in Mathematics with minor in Chemistry **May 2017**

*Cum Laude, Pi Mu Epsilon*

**Skills and Interests**

* Expert in Microsoft Office – Word, PowerPoint, Excel, Access
* Effective Time Management
* Team and Results Oriented
* Aspiring Pathfinder 2nd Edition Game Master