

Travis Brooks

tbrooks3141@gmail.com · 206.218.3971

Work Experience

M Realty / MPowered Media (April 2013-Present)

Director of Finance

While my official duties were to report financial performance, forecast future performance, and recommend steps to improve profitability and cost savings, much of my work involved raising over \$1m in capital and financing. I performed the daily bookkeeping activities, and hired and developed an accounts payable / accounts receivable clerk, as well as a Human Resources specialist. I crafted reporting tools using a proprietary software platform and Google Sheets. I helped to develop new product offerings and grow our client base, tripling gross profits in three years.

Fidelity National Financial (September 2008-October 2009)

Accounts Payable Specialist

Responsible for the accounts payable for nine title insurance offices in Oregon and Washington, I received invoices, appropriately coded the expenses, verified that the invoices were approved to be paid, scanned the invoices into a paperless system, and processed the payment with proprietary software. I ensured appropriate remittance timing and ensured that expired checks were stopped and reissued. In my spare time, I found satisfaction in helping the accounts receivable department to research remittance checks without proper invoice or account information, and I instituted a tweak to the process workflow that prevented my department's waste of two reams of paper per week.

Skills and Proficiencies

- Extremely proficient with Excel / Google Sheets
- Extremely proficient with QuickBooks Online
- Very proficient with Mac OSX
- Proficient with Windows 8/10
- Skilled at diagnosing technology issues, formerly certified IT Technician
- Skilled at learning new systems and adapting to new processes

References

Garron Selliken

Owner, M Realty / MPowered Media

971.570.4395

Garron@mpoweredmedia.com

Sarah Ward

Chief Operations Officer, M Realty / MPowered Media

503.799.5747

Sarah@mpoweredmedia.com