

# Michael A. Deming

résumé

## Personal details

*Address* 690 E 21st Eugene, OR 97402  
*Phone* (403) 819-5070  
*Mail* michael.deming.or@gmail.com

## Education

**BSc. in Business Administration, Concentration in Finance** 2013-2017  
*University of Oregon*  
**Minor in Economics** 2013-2017  
*University of Oregon*

## Work experience

**Treasury Analyst** 2017-present  
*Hawes Financial Group, Full-time, Springfield, OR*

- Accurately process 2,000 collection statements and client invoices monthly to ensure sure that clients were paid and billed on time.
- Analyze corporate bank accounts to interpret cash flow trends and estimate future cash movement.
- Successfully maintained positive client relations during rollout of new comprehensive collections software.
- Project lead, in partnership with tech support team, on development of new functionality for billing software in Coimbatore, India.
- Work closely with CFO to minimize operating costs and maximize bottom line revenue and workplace efficiency.
- Create and implemented training plan for a full time employee while accurately completing current duties.
- Effectively use Microsoft Office to create and analyze payment reports in order to guarantee accuracy and to increase customer satisfaction.
- Record interactive training videos to document the accounting processes required to process the transactions correctly.
- Led team trainings in electronic payment processing to increase workplace efficiency.
- Develop and implement new system improvements to streamline our processes while increasing accuracy to build client trust and improve satisfaction.

**Bank Teller** 2015-2017  
*Wells Fargo, part-time, Eugene, OR*

- Managed transactions with high attention to detail to ensure that all transactions were processed correctly.
- Assessed needs of customers by building rapport to enrich customer experience.
- Communicated effectively with customers by speaking English or Spanish to accommodate their language needs.
- Consistently stayed informed on banking regulations with regards to anti-money laundering policies, the BSA and other compliance related banking regulations.
- Recalled previous transactions in order to enhance customer experience as well as increase productivity.

## Transferable Skills

*Languages* Spanish (*fluent*)  
*Software* MICROSOFT OFFICE, WINDOWS

- Detailed understanding of financial statements and intermediate accounting skills including Accounts Payable, Accounts Receivable and operating accounts.
- Exposure and experience with financial risk analysis along with in depth analysis of financial statements on both a historical and a pro forma basis.