

Lisa LaMunyon
7373 E. Iowa Ave #1104
Denver, CO 80231

720-934-2827 (cell)
Email: llamunyon@aol.com
www.linkedin.com/in/llamunyon1denver

OBJECTIVE

Treasury, cash management and reconciliation professional with 7 years of experience. Enjoy using my talents to solve problems and improve operating efficiency in organizations. I have worked with multi-million dollar bank accounts. Experience in documentation and account security controls. Looking to utilize my strengths and skills towards a treasury analyst role.

Computer skills include Microsoft Office, Bloomberg, Oracle Financial and E-Business Suite, Blackboard
Bank Software: Wells Fargo CEO, Mellon Bank, Citibank, State Street Bank and Trust.

QUALIFICATIONS AND SKILL SETS

- **Cash Management:** Forecasting cash and investment requirements for 69 hospitals. Successfully met wire transfer and Automated Clearing House deadlines. Establishing new bank accounts. Exception review of bank items. Daily and month end reconciliation. Tracking management fees to portfolio managers. Experience in working with international wires. Relationship management building with multiple banks and vendors. Catholic Health Initiatives and Janus
- **Process Improvement:** Designed and executed security measures to make bank transactions more secure and efficient for hospitals. Created procedural manuals for multiple cash management positions. Catholic Health Initiatives and Janus
- **Leadership:** Created and implemented department procedures to enhance communication and create operational efficiency
- **Zero Balance Accounting System**
- **Sweep Accounts**
- **Returned Automated Clearing House and check items**
- **Reverse Positive Pay**
- **Controlled Disbursements**
- **Created and maintained location codes and repetitive wire information.**
- **Detail, Analytical and Problem Solving:** Researching complex transactions for clients and resolving their issues quickly and accurately. Reviewing requests for proposals for new bank and software vendors. Catholic Health Initiatives and Janus.
- **Documentation Control:** Reviewing signature draft cards and documents for establishing new cash and investment accounts. Creating and updating logs of wire transactions. Catholic Health Initiatives and Janus
- **Bank Fee Analysis:** Analyzing, reviewing and communicating fees and trends to hospitals
- **Report Management:** Created reports to executive management to show sources of new potential investment opportunities. Catholic Health Initiatives.
- **Risk Management:** Monitoring bank accounts for fraud. Catholic Health Initiatives and Janus
- **Team Player and Communication Skills:** Worked with internal and external departments to resolve items and enhance communication. Catholic Health Initiatives and Janus
- **Auditor Experience:** Working with auditors to gather documents. Training auditors on procedures. Catholic Health Initiatives and Janus

EMPLOYMENT HISTORY

Denver Elections Commission July – August 2010

Registration Judge during primary elections. Verification of voter status. Issuing replacement ballots.

Helping with the opening and closing of the service voting centers. Making suggestions for workflow improvement.

“Paying it Forward” Consulting: September 2007- current

Using my skills and strengths to help non-profits in planning events and do fundraising.

Quest Diagnostics 2009, 2010- 9 Health Fair

Data Entry Associate. Input of medical information. Made suggestions to make operations more efficient.

A.G. LaMunyon, Denver, CO 2007-2008

Caregiver for parent with Parkinson’s

Catholic Health Initiatives, Denver, CO 2005-2007

Treasury Analyst June 2005 to October 2007

Colorado Community Church, Denver, CO 2004

E-Communication Project Analyst (Feb 2004-April 2004)

Janus, Denver, CO 1990-2004

Cash Flow Analyst 1999 to 2004

Research Resolution Associate 1994 – 1999; (Received Employee of the Month Award 1998)

Wire Processing Associate 1993-1994

Investor Account Processing Associate 1990-1993

EDUCATIONAL BACKGROUND

Masters in Technology Management, University of Denver 2003

(degree emphasis is on business strategy)

Certificate in E-Commerce, University of Denver 2002

B.S. Finance, Colorado State University 1989

VOLUNTEER WORK

Denver Health Medical Foundation, Junior Achievement, Goodwill Youth Services, OpenWorld Learning Children’s Hospital, Project Cure, Denver Scholarship Foundation

PROFESSIONAL ORGANIZATIONS

Colorado Treasury Management Association, Denver, CO (www.ctma.org) 2005-2010

Summit Committee Volunteer 2005-2006, Board of Directors 2006-2009

Summit Committee Co-Chair 2007 Recruiting speakers, sponsors, exhibitors and volunteers.

Managed team of volunteers. Marketing conference and association organizations.

University of Denver Alumni, Denver, CO

Homecoming Reunion Committee 2004

Pioneer Alumni Network Connection 2007-2010

Colorado State University Alumni, Ft Collins, CO

Guess the DOW Contest Winner 1st2002, 3rd 1998

Green and Gold Gala Silent Auction Committee 2005-2007

Denver Ram Network 2007-2009. CSU Unity Committee 2008-2010

College Personnel Association of Colorado 2009-2010

Professional Development Events Coordinator: Locating speakers and locations for monthly events.