LIZA DUGARD

Miami, FL | lizadugardd@gmail.com | linkedin.com/in/lizam-d

PROFESSIONAL SUMMARY

Business professional with experience in financial operations, data analysis, auditing, reconciliation, and risk assessment. BBA in International Business with hands-on experience interpreting financial data, validating records, identifying trends, and collaborating cross-functionally. Analytical and detail-oriented professional seeking to apply business intelligence and data-driven problem solving in an automotive environment.

TECHNICAL & BUSINESS SKILLS

Microsoft Excel • Power BI • Tableau • Data Analysis • Financial Analysis • Data Reconciliation • Auditing & Data Validation • Reporting • Inventory Management • Microsoft Office • Google Workspace • Cross-Functional Collaboration • Problem Solving

PROFESSIONAL EXPERIENCE

Everest Business Funding | *May 2025 – Present*

Treasury Specialist | Submission Analyst Specialist

- Analyze financial transactions and banking data to support accurate payment processing, reconciliation, and fund transfers.
- Reconcile financial records, investigate discrepancies, and maintain accurate transaction documentation for operational and compliance requirements.
- Audit bank statements and financial documentation for application submissions, validating completeness and accuracy.
- Interpret average daily balances, deposits, revenue credits, debits, negative days, NSF activity, and other financial indicators.
- Identify trends and risk indicators in financial data and escalate findings that may increase underwriting risk.
- Collaborate cross-functionally to resolve financial and operational issues and support efficient business processes.

Victoria's Secret & Co. | *Dec 2024 – Feb 2025*

Seasonal Retail Associate

- Processed high-volume transactions accurately while supporting customer experience and sales performance during peak season.
- Applied product knowledge and customer insights to provide recommendations aligned with customer needs.
- Executed visual merchandising strategies and collaborated with team members in a fast-paced retail environment.

Killian Green Golf Club | *Aug 2024 – Dec 2024*

Cashier / Customer Service

- Processed daily customer transactions and maintained accurate sales records across cash and electronic payment methods.
- Assisted with inventory management by monitoring supply levels and restocking merchandise.
- Resolved customer inquiries professionally while supporting daily operations.

USA Income Tax Firm | *Jan 2023 – Jul 2023*

Front Desk Clerk / Assistant

- Analyzed financial documents and supporting records to accurately reflect client information on tax returns.
- Reviewed internal tax documentation, identified potential audit red flags, and maintained secure client records.

EDUCATION & CERTIFICATIONS

Florida International University, Miami, FL | May 2025 — Bachelor of Business Administration in International Business, GPA: 3.5/4.0

Certifications: Inside LVMH Certificate (Dec 2024) • Business Operations (May 2023) • Sales & Brand Influencer (Mar 2023)

Languages: French — Native Proficiency