

# Antonio Tapia

Accounts Receivable Analyst | Accounts Payable Analyst | Compliance Reporting

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Houston TX, 77047

## Summary

Finance expert with 3.5 years experience in securities management, proficient with Solvas/Fusion and Microsoft Excel. Passion for analytical problem-solving with strong background in research and account reconciliations.

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## Skills

Extensive Customer Service experience, Data Analysis, Account Reconciliation, Compliance Reporting, Excel, Fundamental Accounting Principles, Audit Preparation, Account Management, Oral and Written Communication, 36 WPM  
QuickBooks Online application experience.

## Key Achievements / Certifications

- Reduced the unapplied payments received for all accounts to zero within the first 5 months.
- Mentored 3 new hires over a 3 month period.
- Intuit Bookkeeping Professional Certificate - February 2025
- QuickBooks Online ProAdvisor Certification Level 1 - April 2025

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## Education

Bachelors of Science in Mathematics	St. Edward's University	2016-2020	Austin, TX
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## Experience

### Client Service Manager - Bank of New York Mellon

Houston, TX March 2023 – November 2024

- Managed high volume CLO portfolios valued at \$500M and holding accounts with 10M.
- Remediated discrepancies found through compliance and reporting processes by communicating with agent banks and internal teams.
- Produced monthly compliance reports for clients to ensure the accuracy of account and transaction information following GAAP.
- Provided relevant software and processes training to new teammates by creating and instructing video training sessions and typed step-by-step guides.
- Fulfilled client requests and encouraged company initiatives through team leadership.
- Increased customer satisfaction through timely reports and communication resulting in a 28% increase of opened portfolios.

### Securities Services Analyst - ComputerShare

Houston, TX April 2021 – March 2023

- Provided remittance and correction information for expected or missing transactions to servicers based on daily research and reconciliations.
- Produced monthly compliance reports for clients to ensure the accuracy of account and transaction information following GAAP.
- Conducted daily account reconciliations with document reviews for all client portfolios.
- Reviewed daily transaction activity for correctness by reviewing relevant supporting documents.
- Processed and transmitted cash movements associated with loan fundings or security payments.