

## DIRECTOR OF FINANCE

### Professional Summary

Senior financial hospitality executive with over twenty years of managerial expertise, a proven and passionate leader in achieving goals. Big picture focus on the essentials to a profitable operation: Customer Service Excellence, Cultivating Employee Loyalty, and Financial Accountability with the owners' interest as priority.

### Skills

- Financial reporting
- US GAAP principles
- Fiscal budgeting
- Cash flow analysis
- Individual tax returns
- Federal/State tax preparation
- PeopleSoft and Essbase
- Customer relations

### Work History

Director of Finance , 03/2012 to Current

Company Name " City , State

- Prepare monthly financial statements, forecasts, and annual budgets.
- Work in properties with annual revenues up to \$39M.
- Full responsibility of balance sheet and general ledger.
- Member of the Executive Team providing financial direction.
- Yield management strategy and group business analysis.
- Lead financial and operations reviews with managers.
- Educate newer managers on how to read and interpret financial statements as it relates to their responsibilities.
- Establish and maintain all internal controls, obtaining best audit review.
- Recruit, train, and mentor personnel.
- Currently supervising a staff of 20 associates.
- Negotiate contract with third party and hotel partners.
- Responsible for hotel's local area network and all I.T. related duties.
- Due-diligence reporting for financing and acquisition.
- Preparing any special reports, statements, and other items as requested.
- Special Projects Increased cash flow with aggressive receivable collections.
- Reduce departmental and overhead expenses by proper allocation of duties and negotiations with vendor to reduce cost.

Director of Finance , 08/2009 to 02/2012

Company Name " City , State

- Prepare monthly financial statements, forecasts, and annual budgets. Work in properties with annual revenues up to \$100M.
- Full responsibility of balance sheet and general ledger. Member of the Executive Team providing financial direction.
- Yield management strategy and group business analysis.
- Lead financial and operations reviews with managers.
- Educate newer managers on how to read and interpret financial statements as it relates to their responsibilities.
- Establish and maintain all internal controls, obtaining best audit review.
- Recruit, train, and mentor personnel. Currently supervising a staff of 27 associates.
- Negotiate contract with third party and hotel partners.
- Responsible for hotel's local area network and all I.T. related duties.

Financial Analyst , 04/2005 to 08/2009

Company Name " City , State

- Responsible for area forecasting/budgeting program for forty eight properties in the US and Caribbean.
- Helped created the forecasting and budgeting program for LXR.
- Assist as Director of Finance were required when a position became open.
- Responsible for reporting STAR information for complete company.
- Convert hotels purchase into the LXR system in various properties purchase by the company.
- Close and assist in the sales of various hotel including golf course operations.
- Work closely with Senior Vice President and President of finance providing critical information of operation and cost.

Director of Finance , 01/1990 to 02/2005

Company Name " City

- Prepare monthly financial statements, forecasts, and annual budgets.
- Work in properties with annual revenues ranging from \$20MM up to \$39M.
- Full responsibility of balance sheet and general ledger.
- Member of the Executive Team providing financial direction.
- Yield management strategy and group business analysis.
- Lead financial and operations reviews with managers.
- Educate newer managers on how to read and interpret financial statements as it relates to their responsibilities.

- Establish and maintain all internal controls, obtaining best audit review.
- Recruit, train, and mentor personnel. Currently supervising a staff ranging from 5 to 17 associates.
- Negotiate contract with third party and hotel partners.
- Responsible for hotel's local area network and all I.T. related duties.
- Preparing any special reports, statements, and other items as requested.
- Special Projects Increased cash flow with aggressive receivable collections.
- Reduce departmental and overhead expenses by proper allocation of duties and negotiations with vendor to reduce cost.
- Properties worked; Marriott Casa Marina, Marriott Sawgrass, Marriott Boca Raton, Holiday Inn Madeira Beach, Holiday Inn Key West, Marriott Portugal, Sheraton Arlington, and several other properties.

#### Education

Associate of Arts : Finance , MDCC - City , State

Finance

Florida Atlantic University - City , State

#### Skills

Accounting, balance sheet, budgets, budget, business analysis, cash flow, conversion, direction, Due-diligence, financing, financial, financial statements, general ledger, local area network, mentor, Back-Office, negotiations, personnel, POS, profit, read, reporting, strategy, supervising