

JONATHAN CARL SEIFE

7 8 6 - 3 6 5 - 4 7 7 8

J O N A T H A N 5 8 @ Y A H O O . C O M

Highly driven professional accountant with meticulous attention to detail and creative problem-solving solutions.

PROFESSIONAL EXPERIENCE

JCS Construction Services, Inc.

Certified General Contractor- Owner

2016-Present

Miami, FL

- Review plans and specs in preparation of estimating and bidding on projects.
- Submit comprehensive proposals to homeowners and project managers.
- Plan all stages of construction projects and create a detailed project schedule.
- Coordinate with all project subcontractors and ensuring project benchmarks are met.
- Manage multiple projects simultaneously while working to obtain new contracts.
- Perform regular job site observations to provide direction for all personnel and subcontractors.
- Obtain building and specialty permits from local jurisdictional agencies.
- Prepare and process estimates, bids, invoices, change orders and contracts.

Florida International University- Office of the Controller

Accountant – Payment Services

2014-2016

Miami, FL

- Created monthly report that analyzed and presented spend breakdown for different programs, departments and vendors. Audited cardholder activity using different excel functions to find card violations and compliance issues using JPMorgan Level 3 data along with PantherSoft data.
- Performed the reconciliation of the SUA payment program, created and uploaded journal entries in PantherSoft for the program (\$1+ million monthly entry).
- Assisted in the auditing and review of cardholder transactions to ensure the University and cardholders are in compliance.
- Created journal vouchers in PantherSoft to process all ProCard transfers of charge requests.
- Provided direct customer service to the University community and other constituents in the assigned area.

Earth Structures Construction

Foreman

2011-2014

Miami, FL

- Worked on multiple commercial construction projects including; 116,000 sq. ft. Metro Self Storage and 26,000 sq. ft. Medical office building.
- Supervised all field employees, scheduled work hours, resolved conflicts.
- Managed all daily and weekly reports, job site resource allocation and crew timecards.
- Ordered and requisitioned materials and supplies.
- Examined and inspected work progress, equipment and construction sites to ensure specifications and project schedule benchmarks were met.
- Met with management regularly to give progress updates on projects.

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Del Valle Painting ***Project Manager***

2009-2011
Miami, FL

- Developed budgets based on project needs.
- Oversaw project activities both on-site and off-site ensuring project deadlines are met.
- Supervised employees as they worked on the project.
- Reviewed and made the necessary recommendations to company management.
- Allocated necessary project resources including suppliers and company labor.

EDUCATION & LICENSES

FLORIDA INTERNATIONAL UNIVERSITY
Bachelor of Business Administration

May 2013
Major: Finance

Certified General Contractor Licensed and Insured
License# CGC1524995

SKILLS & ATTRIBUTES

- Advanced experience with Microsoft Dynamics, Microsoft Office Suite, Outlook, PeopleSoft, PowerPoint, QuickBooks, Xero.
- Ability to independently plan, organize, and prioritize work related to assigned tasks and responsibilities.
- Excellent customer relations and strong communication skills.
- Proficient estimating, bidding and project scheduling.
- Quality assurance, worksite management.
- Work well with projects and analytics in fast pace environments.
- Meticulous attention to detail and organization with excellent analytical skills.
- Fluency in English and Spanish.