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| Jonathan M. Randolph  7076 Hawthorn Ave APT 408 Hollywood, CA 90028 | jrandolph13@gmail.com | (314)-814-4229 | |
| Relevant Skills   * Business Analysis * Financial Analysis * Client Services * Salesforce/HubSpot CRM certified * Strong Communication Skills * Accounts Payable * Accounts Receivable * General Cashiering * Journal Entries * Account Reconciliation * Accrual Accounting * Bank Reconciliation * Income Auditing * Financial Reporting * Balance Sheet Prep * Team Development * Strategic Planning * Organization Skills * Brand Transition * Effective Time Management skills   Education  **Pepperdine University**  **Malibu, CA**  ***Feb 2022***  **Professional Certification**  **Fintech & Blockchain Technology**  **Howard University**  **Washington D.C**  *December 2014*  Bachelors Business Administration: Finance Concentration  **De Smet Jesuit High School**  **St. Louis MO**  *May 2009*    Volunteer Work  **Kimpton Cares Committee**  **Los Angeles CA**  Feb 2016-Present  *Volunteer*  Community outreach program focused on implementing projects aimed at team building and the promotion of community enrichment. | Summary­  Pro-active, flexible, and meticulous financial professional with an operations foundation currently specializing in daily income audit practices, and the analysis of financial statements balances and their effect on operational functionalities. Adept in all areas of financial analytics and customer service with a passion for promoting effective communication, teamwork as well as the establishment and implementation of controls that promote the most efficient and accurate financial reporting possible. Looking for opportunities that promote continuous growth and development professionally.  Professional Experiences  **KROST CPA’s and Consultants: *Client Relations Specialist: Mergers & Acquisitions***  July 2019-Feb 2021   * Work with M&A Practice Leader and other team members * Qualify leads, enter data into CRM and create deal cycle. * Arrange and manage meetings and appointments. * Provide research to gather data relevant to prospective customers from Pitchbook and other sources. * Assist with the preparation of proposals. * Assist with the preparation of engagement letters. * Ensure follow-up of all actions by responding to emails, texts, and phone calls. * Assist with projects once the prospect becomes a customer. * Manage entry and reporting of sales pipeline via CRM. * Other assignments as required.   **Kimpton Hotels $ Restaurants: *Accounting Department***  Aug 2016 – Feb 2019  Tasked with the responsibilities that include but are not limited to:   * Interdepartmental Communication * Chargeback Controls. * Draft and Enforcement of third-party contracts * City ledger balances dropped 40k through duration of time on property. * Property Cashier, Account Payable and Accounts Receivable representative in charge of daily processing * Ensure that all expenses, receipts, postings, and adjustments are accurately posted. * 2018 City of LA tax audit resulted in $6,500 refund due to adequate storage of backup. * Responsible for the storage and retrieval of sensitive documentation in accordance to GAAP an company standards   Hotel Wilshire (Los Angeles California) Staff Accountant/Accounting Manager  Hotel Monaco Alexandria/Morrison House (Alexandria Virginia)- Accounts Receivable Clerk  **Kimpton Hotels & Restaurants: *Operations Department***  March 2011-Aug 2016  Operations and training specialist with over five years’ experience. Duties range from guest interaction, valet, maintaining efficient check-in/check-out processes, concierge services, and room service attendance as well as the development of the ability to champion team building to boost morale. Maintained the knowledge of fundamental practices allowing me to successfully transition into a complete understanding towards the effects of business practices.  Glover Park Hotel (Washington DC) - Front Office Supervisor  Hotel George Front (Washington DC) – Front Desk Agent/Night Auditor  Hotel Rouge (Washington DC) - Front Desk Agent  Hotel Topaz (Washington DC) -Bellman/Front Desk Age |