

GRACE CONDE

Business and Finance Professional

📞 305-343-6999 @ condegrace@gmail.com 📍 Miami, FL



EXPERIENCE

Senior Accountant and Operations

nobilia North America, Inc. 📅 01/2018 - 10/2019 📍 Miami, FL

Kitchen Cabinet Manufacturer

- Prior to COO and SVP joining our team, employees reported solely to me, supervising a team of 10 employees
- Generated sales leads and set appointments for Senior Vice President
- Assisted with managing showroom construction from start to finish
- Project Management for Multifamily High-rise - AIA Billing
- Direct and coordinate the activities of the drafting department
- Oversee timely completion and submittals of engineering drawings for multiple projects
- Managing the development, documentation, and maintenance of accounting policies, procedures, and internal controls; ensuring compliance with these policies
- Manage the accuracy and productivity of day-to-day activities of cash disbursements, invoicing/billing, payroll, fixed asset records, cash flow, etc.
- Responsible for accurate and timely month-end close; produces month-end financial reports and issues to appropriate personnel in a timely manner
- Recruitment of personnel, facilitate screening and processing of candidates for interviews.
Conduct all on-boarding of new employees insuring they complete all required paperwork

Principal

Urban Accounting 📅 12/2013 - Ongoing 📍 Miami, FL

Small Business Bookkeeping and Accounting Services Firm

- Contact potential clients to establish relationship and arrange meetings
- Planning and preparing presentations
- Providing management with feedback and reporting on a bi-weekly basis
- Supervise and continuously improve the monthly close process for financial statement preparation
- Work with outside CPA firms for hundreds of clients

Finance Supervisor

PrestaShop 📅 09/2016 - 04/2017 📍 Miami, FL

PrestaShop is a freemium, open source e-commerce solution

- Reported to CFO and worked closely with outsourced CPA
- Assists with company cash flow analysis including but not limited to tracking cash flow activity, preparing reports, and analyzing information for management
- Prepare daily, weekly, and monthly reports for financial regulatory reporting
- Posting Journal Entries
- Provide Annual Audit Reports
- Month End Closure Procedures

ACHIEVEMENTS



Inspired & Challenged

More than 200 people to travel and participated in groups for marine conservation



World Citizen

Lived in 3 countries

EDUCATION

Bachelor of Business Administration - minor in Accounting

Florida International University

📅 01/2008 - 12/2012

GPA
3.8 / 4.0

CERTIFICATION

QuickBooks Pro Certification

IRS Enrolled Agent

Human Resources Management

AKBD Certification

Project Management Professional (PMP)

INDUSTRY EXPERTISE

Leadership



Organization



Details/Teamwork



EXPERIENCE

Accounting Supervisor

Urban Resource, Inc. 📅 01/2014 - 09/2015 📍 Miami Beach, FL

Real Estate and Property Management company located in North Beach.

- Responsible for producing, reviewing, and overseeing all accounting policies and procedures, including general ledger, account payables and receivables, cash management, payroll and other operational duties for multiple companies. Maintains day to day bookkeeping, journal entries and cash flow
- Develop, improve and issue timely financial records and analysis.
- Prepare monthly budgets and financial forecasts and report variances
- Prepare all monthly financial statements
- Coordinate the preparation of tax returns with the independent CPA firm
- Manage and supervise other people in the accounting and finance function

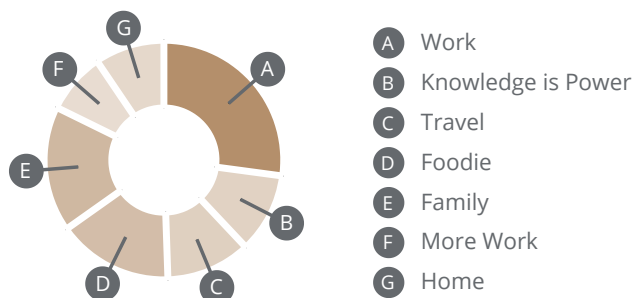
Staff Accountant

MCM Accounting Services 📅 12/2010 - 01/2014 📍 Miami, FL

CPA Firm

- Tax Preparation - Corporate/Personal
- Bank Reconciliations
- AP/AR Reconciliations
- Monthly Financial Review with Clients
- Cash Flow Reports and Financial Reports Analysis

MY TIME



SKILLS

Account Development Account Management

Cabinet Vision 20/20 Design

Windows/MAC/Microsoft

QuickBooks/Freshbooks/Sage

Xero/Netsuite

Zoho CRM/HubSpot CRM

VOLUNTEERING

Volunteer

Miami Dade Animal Shelter

📅 12/2017 - 02/2019

Dog Walking

FIND ME ONLINE



LinkedIn

<https://www.linkedin.com/in/grace-ca06970135/>

PASSIONS



Construction



Business Development



Travel

SUMMARY

At 18, I embarked on a 1 year journey around Mexico and 4 other countries. I put that perseverance to work at a tender age, made a career and I remain with the same enthusiasm.

REFERENCES

Chelsie Mon

954-234-1401

Esteban Cabrera

305-325-0777

Yolanda Bormey (CPA)

305-610-7460

TRAINING / COURSES

Florida General Contractor's
Course (ongoing)

LANGUAGES

English

Native



Spanish

Native



QUOTE

Work like there is someone working 24 hours a day to take it all from you.

Mark Cuban

STRENGTHS



Go-getter

My recognitions have taught me that one can achieve anything.



Initiative

Problem-solving and decision-making