

Caridad Baez

Project Accountant

Miami, FL 33156

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786-303-3340

To obtain a position where I can maximize my management skills, quality assurance, program development, and training experience.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Project Accountant

Frontier Building Corp - Miami, FL

January 2019 to March 2020

- A/P and A/R
- Manage 15 to 16 projects at a time
- Working with AIA format pay applications
- Work with Project Management on Budgets
- Multi-State construction contracts
- Working with Subcontractors, Contractors
- Bookkeeping (Account Reconciliation, Credit Card Reconciliation)
- Month Ends and Company Budgets
- Cost Coding
- Release of Liens, Notice to Owners
- Maintaining the integrity of the filing system
- Answering Phone Calls/E-Mails and assisting subcontractors
- Company insurance renewals and certifications
- Setup Vendors
- Change orders and Deducts on Procore
- Insurance compliance for all Subcontractors
- Warranty repairs
- Supplier Payments and Purchase orders
- Credit Card payments
- Invoice Entry on Sage Paperless
- W-9 compliance and 1099 forms

Manager

JBC - Miami, FL

March 2016 to May 2018

- Manage day to day operations
- Assist President, Vice President and Program Managers

- A/P and A/R
- Payroll and Certified Payroll
- Human Resources (WC Claims, Hire and terminate employees, manage promotions and background checks)

- Assist with Estimating
- Purchasing/Procurement
- Inspection work
- Working with Subcontractors, Contractors and FDOT
- Managing FDOT, County and City contracts
- Bookkeeping (Account Reconciliation, Credit Card Reconciliation)
- Month Ends and Company Budgets
- Cost Coding
- Process accident claims and settlements
- Release of Liens, Notice to Owners
- Maintaining the integrity of the filing system
- Maintaining office supplies and equipment
- Answering Phone Calls and assisting clients
- Supervise Staff members
- Managing company vehicles and equipment
- Company insurance renewals and certifications
- Risk Management
- Manage President and VP calendars and setting up appointments and travel arrangements
- Completing daily AP deposits
- FDOT EOC requirements and submissions

Human Resources Manager/ Accounts Payable/ Payroll Manager

H & R Paving, INC - Doral, FL

November 2014 to February 2016

Manage Employee files

- Hire and terminate employees
- Employee Backgrounds and WC claims
- Implement and manage drug program policy
- Process payroll, track and manage promotions
- Certified Payroll
- Manage petty cash and deposits
- Accounts payable
- Process accident claims and settlements
- Process, track and complete Worker's Compensation claims
- Assist President, VP and General Manager
- Manage company benefits such as Medical and Dental insurance
- Cost Coding
- Bank Reconciliation
- Manage Vendor Contracts
- Release of Liens and Certificate of Insurance
- ADP

Manager

University of Miami - Coral Gables, FL
August 2006 to September 2014

Manage 4 staff members, 315 graduate students and 110 faculty

- Track and manage all student files
- Orientate all incoming students with program information and enforce University policies
- Assist them with completing all paperwork and responding to any questions or concerns
- Submit payroll for all students
- Reply to any questions or concerns that students or faculty may have in regard to pay, classes or insurance
- Respond to inquiries about the RSMAS graduate program
- Work, in consultation with the Associate Dean, the day-to-day supervision of personnel, which includes work allocation, training, promotion and enforcement of internal procedures and controls, and problem resolution
- Evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance
- Oversee the administrative and daily operations of RSMAS Graduate Studies program, ensuring compliance with university, state, and federal policies and regulations
- Prepare yearly budgets for the graduate program
- Attend monthly GAC meetings, compile minutes
- Interact with Graduate students and faculty on a daily basis
- Create purchase orders and reimbursements. Approve student and staff time sheets on a bi-weekly basis
- Attend monthly meetings with other members of the University to discuss budgets, commencement and other issues pertaining to the graduate program
- Manage petty cash and deposits

Manager/Bookkeeper

Lowenstein & Company, PA - Coral Gables, FL
May 2005 to August 2006

Accounts Payables and Receivables

- Manage General ledger and Accounting
- Maintain integrity of the filing system
- Tax processing
- Contact Clients and assist on inquiries in regards to tax returns
- Maintaining and expunging client tax returns
- Manage office staff
- Process payroll for office staff

A/P & A/R

Manager

Brother's Trucking Enterprises - Miami, FL
July 2001 to May 2005

Dispatch Truck Drivers

- Accounts payable and Receivables
- Process payroll
- Maintain the integrity of the filing system
- Interacting with clients
- Manage office and off site staff

- Interact with clients and create contracts between the company and clients.

Dietary Supervisor

Palm Springs Hospital - Hialeah, FL

October 1998 to July 2003

Manage and modify patient diets and meals

- Answer phones
- Food Prep
- Cashier and Server
- Supervision of kitchen staff by making sure the proper dietary foods reach the patients.

Education

Bachelor's in General Studies

University of Miami - Miami, FL

January 2008 to Present

High School diploma

Hialeah High School - Hialeah, FL

June 2001

Skills

- Quickbooks (4 years)
- ADP (2 years)
- Typing 70 wpm (10+ years)
- Peachtree Accounting (2 years)
- arriba (8 years)
- Kronos (8 years)
- Dmas (8 years)
- Adobe (10+ years)
- Mac OS X (4 years)
- Windows (10+ years)
- Bilingual (10+ years)
- PIDMS (8 years)
- BidExpress (3 years)
- BidSync (4 years)
- Microsoft Office (10+ years)
- FDOT EOC (3 years)
- operations
- training
- inventory
- ms office
- Accounts Receivable
- Account Reconciliation
- Accounts Payable
- Balance Sheet Reconciliation

- Bank Reconciliation
- General Ledger Accounting
- General Ledger Reconciliation
- Sage 300 (2 years)
- ProCore (1 year)
- Sage Paperless (1 year)
- Payroll
- Journal Entries
- Budgeting
- Human Resources Management
- Office Management
- Project Management
- Risk Management
- Workers' Compensation

Certifications and Licenses

Public Notary

OSHA 10

Assessments

Filing & Organization — Expert

September 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/4e781d787d05ecbb5787462b9dc58fd7eed53dc074545cb7>

Written Communication — Proficient

September 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: <https://share.indeedassessments.com/attempts/0c4beadf2a9723b0f864341d6e8f99d4eed53dc074545cb7>

Scheduling — Expert

September 2018

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: <https://share.indeedassessments.com/attempts/210259fb50cd36b75f6f9b6eb9bc09dbeed53dc074545cb7>

Principles of Accounting — Proficient

April 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/ebbf7b0eaeacf7ed3d796e4215db00d5eed53dc074545cb7>

Written Communication — Proficient

May 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: <https://share.indeedassessments.com/attempts/32f76b5b5989e86cc99e7e4422ebac9aeed53dc074545cb7>

Problem Solving — Expert

May 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: <https://share.indeedassessments.com/attempts/c5a6d20eea16b3cd26c31848f6640b6aeed53dc074545cb7>

Principles of Accounting — Proficient

May 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/b4e30b44c3dc4991280c135256247897eed53dc074545cb7

General Manager (Hospitality) — Highly Proficient

May 2020

Solving group scheduling problems and reading and interpreting P&L statements.

Full results: <https://share.indeedassessments.com/attempts/20db221bf11a7cc49be11e61d348f8ceeed53dc074545cb7>

Office Manager — Highly Proficient

May 2020

Scheduling and budgeting.

Full results: <https://share.indeedassessments.com/attempts/62ab5c04ae643d6a40b4edbd7368ea03eed53dc074545cb7>

English Communication Skills: Typing — Expert

May 2020

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_to_profile/deea543ce71d53807b65b565de2958afeed53dc074545cb7

Sales: Influence & Negotiation — Highly Proficient

May 2020

Measures a candidate's ability to effectively use influence and negotiation techniques to engage with and persuade customers.

Full results: https://share.indeedassessments.com/share_to_profile/3dd9e550b53d1a935796322be8de932ceed53dc074545cb7

Attention to Detail — Highly Proficient

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/93f08dad276d0282fc88c2f3fa927de7eed53dc074545cb7>

Principles of Accounting — Proficient

April 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/ebbf7b0eaeacf7ed3d796e4215db00d5eed53dc074545cb7>

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