

Alma-Lee Gordon-Bailey
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OBJECTIVE

Goal oriented professional seeking to utilize my strong organizational skills and experience to coordinate financial and accounting strategies to maximize a company's wealth.

PROFESSIONAL PROFILE

Nineteen years working in the accounting field with four (4) years experience as a Financial Controller, six (6) as Senior Accountant / Accountant, one (1) year as Trainee Accountant, seven (6) years as Purchasing Manager / Cost Controller and two (2) years as Accounts payables clerk with exposure to both all-inclusive and non-all-inclusive meal plans in the hotel industry. I've functioned in management and supervisory positions giving support, direction and guidance towards achieving the company's goals. I also established and reinforced internal controls, analyze and review data in order to eliminate fraud and exceeding budgets.

QUALIFICATION

- 2018 – present – Central Connecticut State University
Masters of Business Administration
(completion date - December 2019)
- 2015 - Northern Caribbean University
Finance courses
 - Accounting Fundamentals & the Professional Accountant
 - Advanced Accounting
- 2009 – 2013 - University College of the Caribbean
Bachelor of Science Degree in Business Administration

Professional Certificate - Leadership, Cost Control, Certified Hospitality Supervisor (CHS), Destination Management, Hotel and Hospitality Management (The George Washington University)

Customer Service & performance awards - Received awards in year 2012 and each year from year 2000 to year 2009

Computer abilities - Microsoft Office Applications, Oracle, Data Pro, Visual One, Sage Point of Sale, Adaco, Quick Books

EXPERIENCE

- November 2013 – July 2017 **Santa Maria Limited (Financial Controller)**
 - Prepare monthly Financial Statement / reports
 - Prepare explanatory notes & analysis
 - Prepare annual budget file
 - Establish internal controls and enforcement
 - Integral in the external audit processes
 - All other tasks below for a larger group of companies

- June 2007 – November 2013 **Sandals Grande Resort(Senior Accountant/Accountant)**
 - Supervise and train accounting staff and other related personnel
 - Manage payroll process and liaise with General Manager, Human Resources etc.
 - Inventory management for hotel operations and gift shop
 - Supervise cash management process
 - Motivate and maintain a cohesive team
 - Liaise with departmental managers regarding their monthly financial performance
 - Prepare and compile monthly financial statements
 - Provide direct support to both the Financial Controller and Assistant Financial Controller

- 2005 – 2006 **Beaches Boscobel Resort (Trainee Manager - Accountant)**
 - Hotel Property night manager ad hoc
 - Assist various Executive Managers at the resort
 - Train team members
 - Prepare management reports

- 2003 – 2005 **Sandals Dunn’s River Golf Resort & Spa**
- 2001 – 2003 **Golden Seas Beach Resort**
- 1998 - 2001 **Plantation Inn Hotel**

KEY STRENGTHS

- Meet timelines established by Senior Management
- Respect, follow and enforce company’s procedures and policies
- Creative and constantly challenge myself on the job
- Committed to the job

REFERENCES

- Orynthia Campbell-Wildes – Audit Manager/CPA; MBAF LLC, Florida, USA
- Marcha Christie – Financial Controller; Golden Eye Resort, Jamaica
- Stanley Clarke – Financial Controller; Jewels Beach Resorts, Jamaica
- Oral Heaven – Manager; Sagicor Bank, Jamaica