

# GRACE CONDE

## Business Professional

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



### EXPERIENCE

## Operations Manager

**DANISA Installations, Inc.** 12/2019 - Ongoing Miami, FL

Danisa Installations focuses on providing installation services for large manufacturer companies and dealers that need project installation.

- Demonstrated strong business communicator accomplished at relationship building, forging strong partnerships with clientele
- Developed sales and marketing tools to promote the company in all the above markets
- Coordinated installation of cabinets - supervise staff of 15+
- On-boarding of new installers and supervisors
- Knowledgeable of ADA codes and reviewing architectural drawings for improvements
- Kitchen Cabinets, Vanities, and counter shops drawing experience, Knowledgeable in FHA and ADA standards
- Manage all RFI, project specifications and submittal process to customers
- Consult or negotiate with customers to prepare project specification
- Monitor field changes and ensure product design match specifications and field measurements are clearly communicated to production and installation teams to maintain accuracy prior to fabrication and installation

## Senior Accountant

**nobilia North America, Inc.** 01/2018 - 09/2019 Miami, FL

Kitchen Cabinet Manufacturer

- Supervision of 10 employees - drafting department, sales & administrative support
- Developed sales and marketing tools to promote the company in all the above markets
- Assist with builder/project network and dealer network, relationship management, search for potential partners, acquire and remain key contact for accounts
- Project Management for multifamily high-rise -A1A 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 an accurate and timely month-end close; produces month-end financial reports and issues to appropriate personnel in a timely manner
- Recruitment of personnel and on-boarding process

### EDUCATION

## AA - Accounting

**Miami Dade College**

01/2005 - 12/2007

### STRENGTHS

#### 💡 Initiative

Problem-solving and decision-making

#### 🏆 Can-do-attitude

I am eager to learn, adaptable to changes, goal-oriented

### ACHIEVEMENTS

#### Inspired & Challenged

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

#### World Citizen

Lived in 3 countries  
Mexico - Cancun, Tulum  
Costa Rica  
Spain

### INDUSTRY EXPERTISE

#### Teamwork



#### Organization



#### Details



### SKILLS

**2020 Design/AutoCAD**

EXPERIENCE

## Senior Accountant

Urban Accounting 12/2013 - 12/2017 Miami, FL

Small Business Bookkeeping and Accounting Services Firm

- Contact potential clients to establish relationship and arrange meetings
- Planning and preparing presentations
- Month End Closure Procedures
- Prepare daily, weekly and monthly reports for financial regulatory reporting
- Managed over 100+ client accounts
- Provide Annual Audit Reports

## Accounting Supervisor

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

Real Estate and Property Management company located in North Beach

- Responsible for producing, reviewing, and overseeing all accounting policies
- 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 outsourced CPA
- Manage and supervise staff in the accounting and finance function

## Staff Accountant

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

CPA Firm

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

LANGUAGES

English Native ●●●●● Spanish Native ●●●●●

FIND ME ONLINE

 LinkedIn  
condegrace

PASSIONS

 Construction  Business Development

 Travel

SKILLS

QuickBooks/Sage/Xero/Netsuite

Zoho CRM/Salesforce

Windows/MAC/Microsoft

CERTIFICATION

QuickBooks Pro Certification

Intuit

OSHA 30

University of South Florida

Human Resources Management

Florida International University

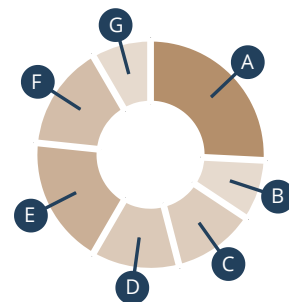
Procore Certified

Subcontractor and Project Manager

Project Management Professional

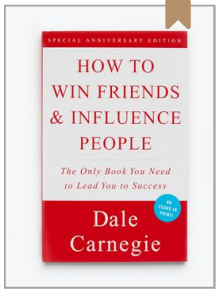
Project Management Institute (ongoing)

MY TIME



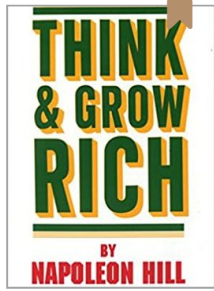
- A Work
- B Knowledge is Power
- C Travel
- D Foodie
- E Family
- F More Work
- G Home

BOOKS



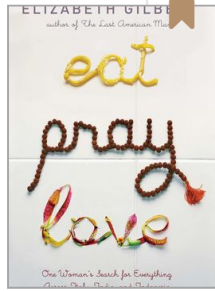
**How To Win Friends & Influence People**

Dale Carnegie



**Think & Grow Rich**

Napoleon Hill



**Eat Pray Love**

Elizabeth Gilbert