

**OBJECTIVE**

To obtain a challenging position with a company that will allow me to utilize my skills accordingly.

**SUMMARY**

Experienced in accounting, full charge bookkeeping, managerial, marketing and administrative positions. Proficient in all Microsoft and Windows programs including Windows 7-10, Vista, 95, 97, 98, XP, Word Perfect, Microsoft Word, Publisher, PowerPoint, Excel and Photoshop. Accounting programs include knowledge of ADP/CDK, Pro Series, Ultra Tax, QuickBooks (Pro, Premier & Contractor's Editions), Creative Solutions, Peachtree, Quicken, Practice, Imagine Time and ATX. Adaptable, dependable and an experienced candidate in a multi-task setting. All work prior to 2006 was in the accounting field working directly with three accounting firms. Strong background in accounting and bookkeeping.

**EXPERIENCE**

2016 – Present **South Motors & Vista Motors Automotive Groups** Miami, FL

*Full Charge Executive Bookkeeper*

Position within Management Division for both the South Dade and Broward locations, reporting directly to CFO and CEO. Duties include daily, monthly, quarterly and annual accounting and financial reporting for multi-billion automotive dealerships using ADP/CDK software. Served as direct contact and generalist for annual/semi-annual financial and vendor audits, liaison between CFO and Controllers, General Managers, Sales Managers, support staff, individual stores accounting departments and advertising agencies. Handling of accounts payable/receivable, extensive handling, reconciliation and analysis of advertising budgets, company health and professional insurance policies and accounts. Accomplished in debt resolution, personally increasing management and business revenue via price negotiation, assisting purchasing director, new hires and vendor analysis and excellent record keeping; resourceful and detailed.

2012 - 2015 **Airport Realty & Development Co.**

Doral, FL

*Bookkeeper & Office Manager*

Position with Realtor, Broker and Developer. Performed daily, weekly and monthly financial functions including reconciliations, financial statements, calls for investor funds, budgeting and tax preparation as necessary for Miami and Ocala properties, full charge bookkeeping for multi-million dollar entities in Miami and Ocala. Also, use of Quickbooks, maintaining client database and creating brochures/mailers. Office management duties include general clerical tasks, maintaining supplies and office appearance, liaison to vendors and clients. Real estate experience included extensive use of the MLS, Google maps and Form Simplicity. Preparation of contracts, statements of interest, closing documents and much more. Owner retired.

2011 – 2013 **Cervera Real Estate/Sildy Cervera, P.A.**

Miami Beach, FL

*Administrative Assistant/Director of Advertising & Marketing*

Position with high-end luxury Realtor within the south of fifth area in Miami Beach. Assistant duties included maintaining manager/owner scheduling, creating and maintenance of comparables for the area and specific buildings, liaison to clients, assisting with showings of property inventory, extensive use of the MLS, Forms Simplicity, Social Kandy and other social media networks. Maintaining social network activity for the owner and office associates. Very knowledgeable of sales and rental contracts as well as supporting legal documents and addendums. Duties also included handling of owner's e-mail and general correspondence. As the Director, I completed the owner's website and managed, post-launch, the online inquiries, page updates and inventory information. Very web savvy. Director of marketing for Sildy Cervera, duties included creating postcards, brochures, mailers, e-blasts and maintenance of property inventory and sales and office newsletters. Responsible also for coordinating photo shoots and newsletters for the Cervera office and associates. Liaison to marketing department for the corporate office. Position became part time during 2012.

**K E R R Y - A N N G R A N T**  
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2010-2011      **Luck Realty**      Kendall, FL  
*Bookkeeper & Office Manager*

Position with Realtor specializing in land acquisition and sales. Assisting with all aspects of accounting and general administrative duties. Office closed as owner went into retirement.

2007-2009      **Pinnacle Management Services Corp.**      Cutler Bay, FL  
*Assistant Property Manager*

Position with Property Management Company. Duties included general office and building management, liaison between tenant, maintenance and owner, tenant billing/collections, preparation of various reports to include rent rolls, job-cost analysis, vacancy and incident reports. Responsible for contractor/vendor maintenance compliance and scheduling (HVAC, elevators, various tele-entry systems, key biting, landscaping, hurricane prep., plumbing, etc.), also responsible for two (2) maintenance staff, HR support and payroll. Duties also included typing of general correspondence, memos, filing, event coordination, appointment setting and other office support.

2003-2005      **Michael K. Fish, C.P.A., P.A.**      Kendall, FL  
*Office Manager/ Administrator*

Position at a small accounting firm. Duties included handling of A/P & A/R (collections) via QuickBooks and CBS, bank recs., processing and/or preparing individual, corporate, payroll and sales tax returns, as well as financial statements. Incorporations, HR support and supervision of four (4) employees. Responsibilities also included appointment setting, heavy filing, light typing, extensive data entry, faxing, and other general office duties.

## EDUCATION

1995-1999      University of Miami, Biology Major      Miami, FL  
2009- 2011      Miami Dade College, Business Admin.      Miami, FL

## REFERENCES

Available upon request.