**Carolyn J. Ortiz**

4257 Briarwood Road

Houston, TX, 77001

Phone: 281-890-7483

Email: carolynortiz@anymail.com

**Career Objective:**

Dynamic and result-oriented accounting profession with 5+ years of experience in corporate and hospitality industry. Proficient in handling key financial issues and provide suggestions that lead to sure shot future growth of the organization. Excellent attention to detail and communication skills. Ability to identify market trends and plan financial strategies accordingly. Skilled in handling business projects in budget and maintain confidentiality.

**Summary of Skills:**

* Ability to develop effective accounting information system, management of accounting functions, restricted and unrestricted funds
* Experience in transition general accounting process, and planning efficient financial strategies
* Solid knowledge of Generally Accepting Accounting Principles (GAAP), International Financial Reporting Standards (IFRS), and accounting standards
* Strong work ethic along with excellent leadership skills to motivate, and manage accounting staff effectively
* Detail-oriented, highly-organized, and capable of prioritizing and executing multiple tasks simultaneously
* Ability and willingness to work with and learn new systems and adapt in a fast-paced, dynamic work environment
* Strong analytical and numerical skills for understanding and solving simple and complex numerical calculations
* Proficient in using Quickbooks, MS Office Suite, Google Docs, ERP systems, and other accounting software
* Effective communication skills to convey accounting information and reports both verbally and in writing
* Excellent problem solving, and decision-making skills under critical circumstances

**Work Experience:**

Accounting Director

Connor Capital Inc., Houston, TX

December 2015 - Present

* Overseeing all the general accounting functions, including inter-company accounting, cash management, financial reporting, balance sheet management, preparing profit and loss statements, reconciliation of ledger accounts, establishment and implementation of sound accounting policies, and period close processes
* Supervising day-to-day operations of the accounting department, conducting individual meetings with the staff members, evaluating and managing staff performance, providing educational counseling and making appropriate decisions in the areas of employment selection, promotion and termination
* Performing the role of financing and accounting lead in business projects to ensure that control, accuracy and performance objectives are met
* Coordinating with finance team to develop an annual premium plan
* Serving as the key member of cross functional project teams for development, integration and implementation of accounting systems and processes
* Ensuring project goals are met in accordance with established deadlines
* Reviewing complex, non-standard accounting journal entries, and account reconciliations
* Assisting with internal and external audit, and establishing work schedules and assignments as needed
* Preparing, recording, and reporting account transactions
* Ensuring accuracy and completeness of accounting records and their compliance with accounting policies and principles
* Identifying and implementing resolutions for emerging accounting issues

Accounting Manager

Marriott International, Houston, TX

October 2013 - November 2015

* Performed day-to-day operations of account receivable and payable, payroll duties, general ledger accounts reconciliation
* Reviewed balance sheet, and prepared audit schedules
* Assisted in performing monthly financial analysis, and prepared quarterly, half-yearly, and annual budget for different departments
* Advised management on financial policies, and provided training to the staff
* Analyzed and developed financial, pricing, and valuation models
* Performed complex accounting activities, including reviewing and approving transactions, tracking and analyzing expenditures, and researching technical accounting issues.

Accountant

ERT Ltd., Houston, TX

August 2012 - September 2013

* Maintained a thorough knowledge of accounting principles and statistical analysis to assist in maintaining company's general accounting system
* Prepared reports, schedules and other documents for both internal and external audits, and also handled finance for special projects
* Ensured financial records are maintained and are in compliance with current rules
* Presented accurate financial data to the management for making decisions

**Education:**

* Master's Degree in Accounting  
  University of Houston, Houston, TX  
  2012
* Bachelor's Degree in Accounting  
  University of Houston, Houston, TX  
  2010
* Certified Public Accountant  
  State of Texas  
  2011

**Certification:**

* Certified Public Accountant  
  State of Texas  
  2011

**Reference:**

On request.