

Cora Shumpert

Management, Customer Service, Accounting and Financing

Fort Collins, CO 80528

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To achieve and excel at any duties or responsibilities while maintaining a professional attitude and positive work environment.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Senior Accountant/Financial Analyst

Aqua Engineering - Remote

January 2018 to Present

I help our business make critical financial decisions by collecting, tracking, and correcting the company's finances. I'm responsible for financial audits, reconciling bank statements, and ensuring financial records are accurate throughout the year. I record the company's revenue, expenses, profit, and loss. I use many Excel Worksheets to record daily and monthly accounting. For example, I do balance sheets, bank reconciliations, credit card reconciliation, journal entries, prepaids, tax rec., budgets, payroll and etc. I like to always double check everything so I use my accounting system but also keep everything on a excel as well. I keep a daily list of what needs to get done everyday and schedule and calendar of all vendors and dates of each ones due date and cross them off as I go every month. I keep track of every employees mileage, credit card transactions and time. I complete companies COI and open and close out there projects. I do it all! From invoicing to checking the mail everyday, counting our safe or coming up with new ideas. I even do there state licensing since we operate in many states. Analyze our trends and make recommendations based on those trends which includes a lot of forecasting projections, and graphs.

Assistant General Manager for Multiple Hotels/ Accountant

Fairfield Inn & Suites and Courtyard Loveland - Loveland, CO

July 2016 to April 2019

There are so many task that I take on as being a Manager such as ensuring guest satisfaction, responds to complaints, make certain that the hotel is profitable and tend to all facets of hotel operations. The hotel runs smoothly each day because I respond to all hotel issues and problems. I could go on and on about all my duties as a manager but what makes a difference at our hotel is that I bring and surround my work place with this positive energy that's unlike any other. The presence and character I represent is so unique you can feel it as soon as you walk through the front entrance. I truly believe to be successful in anything it has to start with yourself especially when your management. Then this energy will go to your employes which they will present to every guess that walks through that enterance door. I'm our account manager for two different properties and can do anything from scheduling, payroll, inventory, budgets, sales, account receivable and payable. I have the background and experience in many areas.

Guest Service Manager/Payroll AR and AP

Fairfield Inn & Suites and Courtyard - Loveland, CO

May 2016 to July 2016

The front desk is a place where guests first come into contact with the hotel and staff, therefore I work hard to create a pleasant experience for guests to ensure their return. I always provide a professional and friendly service for guests everyday and lead our team with so much enthusiasm it rubs off. I have the most name mentions and I have achieved the employee of the quarter. As a Guest Services Supervisor I feel it's extremely important to excel in all positions at our hotel, so I made it my duty to excel in not only guest services but house keeping, laundry, breakfast and management duties to follow. Every guest is an opportunity. An opportunity to deliver outstanding service, and I plan to provide these services in and out of the workplace. I have mastered many management duties that include scheduling, accounts payable, and end of the month reports. I never leave a task uncompleted, and strive to be the hardest worker in the room.

Assistant General Manager/ Bar Manager/Auditor

Waikoloa Beach Marriott Resort & Spa - Waikoloa Village, HI
May 2013 to May 2016

Did all payroll, accounts receivable, payable, charge backs, end of month, budgets, bank reconciliations, taxes and a bunch more while hiring and training.

Informed all customers of drink specials and menu. Up served beverages while monitoring guest at all times and predicted needs and quickly responded to request. Verified the ID presented by customers to check his/her drinking age. Helped my co-workers at all times to ensure all guest had an exceptional experience. Made and delivered drinks and stayed energetic, used downtime to maintain cleanliness of establishment. Very responsible and comfortable with cash and credit cards, always organized and stayed on top of bar tabs.

Food and Beverage Supervisor/Night Manager

RUMI'S HOUSE OF KABOB
May 2010 to April 2013

Catered weddings and private parties, delivered friendly and efficient service, ensure pleasant dining experiences for all guests, trained new servers on menu and steps to excellent service. Organized and counted all inventory, closed and opened registers without error, and completed and planned all employees work schedules and business meetings.

Education

Associate in Hospitality Management in Hospitality Management

University of Hawaii at Hilo - Hilo, HI
August 2014 to May 2018

Bachelor of Business Administration in Business Administration

UNIVERSITY OF NORTHERN COLORADO - Greeley, CO
August 2012 to May 2014

Skills

- MICROSOFT OFFICE (3 years), MS OFFICE (3 years), Customer Service (8 years), Front Desk, Reception, Guest Service, Front Office COMMUNICATION AND LEADERSHIP
- Ability to work well independently and in groups.

- Ability to train others effectively.
- Organized and able to meet deadlines.
- Ability to work under pressure.
- Great communication skills.
- Conflict resolution skills.
- Positive and friendly attitude.
- Proficient in Microsoft Office, google docs, social media, etc.
- Management
- Accounting
- Sales
- Hotel experience
- Accounting and financing. I have experienced with M3 Accounting, DDI and SAP (4 years)
- Succession planning
- Financial acumen

Additional Information

References:

Heather Glaser

- Position: Area Director of Sales
- Email: hglasser@sbcos.com
- Phone Number: 720-347-2363

Aisha Young

- Position: General Manager
- Email:
- Phone Number: 1 (808) 234-9073