

LYDIA WARMSLEY

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CFO • Controller • Director of Finance • Accounting Manager

Extensively experienced and goal-oriented CFO/Controller with a demonstrated track record of leading the preparation and analysis of financial reports to summarize and forecast financial position. Proven expertise in driving efficiency and productivity through evaluation of financial management systems and implementation of process improvements. Talented leader directing highly skilled management teams to support achievement of overall corporate goals and objectives. *Core competencies include:*

- Account Management
 - Financial Analysis
 - Forecasting
 - Inventory Control
 - Cash Management
 - Budgeting
 - Cost Reductions
 - HR Management
 - Technology Integration
 - Regulatory Compliance
 - Efficiency Improvements
 - Multi-Site Operations
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PROFESSIONAL EXPERIENCE

TOP MARKS ACCOUNTING, Orlando, FL

Accounting/Bookkeeping Service Provider

1/20 – Present

CEO/Founder

Specific Job Duties Include:

- Full-service bookkeeping, including sales entries/customer invoicing, accounts payables, account reconciliation, etc.
- Financial reporting, including profit & loss and balance sheet statements
- Payroll processing

TAVISTOCK RESTAURANT COLLECTION, Orlando, FL

Hospitality Industry

7/19 – 3/20

Controller

Specific Job Duties Include:

- All periodic financial reporting for each business entity, including but not limited to: P&L Statements, Balance Sheets, Income Statements, Cash Flow Statements

- Prepare necessary Tax and Audit schedules
- Treasury, including cash flow management and banking relationships
- Review monthly variance reporting
- Budgets: P&L, Capital Expenditures
- Financial Analysis as requested by Senior Leadership Team
- Calculation and payment for all Bonus Plans
- Prepare Menu Engineering Analysis
- Project/Initiative Tracking
- A/P control
- Implementation and maintenance of proper systems and procedures at restaurant and corporate levels to maintain smooth, accurate and timely delivery of all financial reporting

M HOSPITALITY GROUP, Jacksonville, FL

Hospitality Industry

6/18 – 7/19

Chief Financial Officer

Specific Job Duties Include:

- Daily accounting including journal entries, cash deposits, invoice posting & payment, account reconciliation, inventory, etc.
- Prepare & analyze monthly, quarterly and annual budgets
- Prepare & analyze all financial reports, including Profit & Loss, Cash Snapshot, and custom reporting
- Directly oversee management teams and hold management accountable for responsibilities and goals.
- Create & process bonus plan for management team

GOLDEN BEAR RESTAURANT CORPORATION, San Francisco, CA

Hospitality Industry

3/05 – 6/17

Chief Financial Officer

Specific Job Duties Include:

- Daily accounting including journal entries, cash deposits, invoice posting & payment, account reconciliation, inventory, etc.
- Prepare & analyze monthly, quarterly and annual budgets
- Prepare & analyze all financial reports, including Profit & Loss, Cash Snapshot, and custom reporting
- Implement next-generation POS technology and increase productivity & efficiency with real-time data analysis
- Directly oversee management teams and hold management accountable for responsibilities and

goals.

- Create & process bonus plan for management team
- Process semi-monthly payroll
- Prepare & submit monthly sales tax, quarterly payroll & gross receipts tax and annual property tax payments/filings
- Create & maintain Employee Handbook
- Maintain personnel files
- Developed training outline
- Employee portal development and maintenance
- Human Resources functions, including hiring, reviews, discipline/improvement plans, terminations
- Developed Injury & Illness Prevention Program
- Review & revise insurance plans
- Manage start up process, including business licensing, contractor meetings and billing, project timeline, etc.
- Respond to legal claims and represent the company
- Investor reporting and communication
- Marketing/advertising and community outreach
- Menu development and formatting
- Website creation and maintenance
- POS implementation and maintenance
- Implement & oversee system conversions

THE RITZ-CARLTON, San Francisco, CA

Hotel/Hospitality Industry

2003-2004

Cocktail Server

PASTA POMODORO, San Francisco, CA

Hospitality Industry

2001-2003

Server

ZAO NOODLE BAR, San Francisco, CA

Hospitality Industry

2001-2001

Server

HAMMERHEAD'S FISH HOUSE, San Jose, CA

Hospitality Industry

2000-2001

Bookkeeper

SAFEWAY, San Jose, CA

Food Retail Industry

1998-1999

Booth Clerk/Customer Service

DSC COMMUNICATIONS, Plano, TX

Telecommunications Industry

1996-1997

Office Assistant

EDUCATION

Certificate of Achievement in Accounting (2014)

COLLEGE OF SAN MATEO – San Mateo, CA

Bachelor of Arts (2004)

SAN FRANCISCO STATE UNIVERSITY – San Francisco, CA

Associate in Arts (2000)

DE ANZA COLLEGE– Cupertino, CA

SUMMARY OF QUALIFICATIONS

PROFICIENT IN MICROSOFT WORD, EXCEL, POWERPOINT, PUBLISHER, AND PHOTOSHOP. TRAINED IN ADP, PAYCHEX, PAYLOCITY, PAYCOR & INTUIT PAYROLL PROCESSING.

KNOWLEDGEABLE IN ALOHA, SQUIRREL, MICROS, TOAST, POSITOUCH & CLOVER POS SYSTEMS. ADDITIONAL SYSTEMS OF USE INCLUDE MIRUS, NET CHEF, ULTIPRO, AND INFOSYNC RIGHT VIEW WEB.

CERTIFIED QUICKBOOKS PRO ADVISOR

PROFESSIONAL MEMBERSHIPS

American Institute of Professional Bookkeepers · West Orange Chamber of Commerce

EXTRACURRICULAR ACTIVITIES

De Anza Student Body Vice President of Finance

VOLUNTEER EXPERIENCE

Project Open Hand
