



TAMARA M. CALDERON

FINANCIAL CONTROLLER

OBJECTIVE

Versatile and analytical Financial Controller with 15+ years of experience managing full cycle accounting, budgeting, compliance, and operational functions across HVAC, franchising, and restaurant industries. Expert in QuickBooks (Online/Desktop), financial reporting, internal controls, and team leadership. Proven ability to streamline financial systems, enhance reporting accuracy, and maintain vendor and client satisfaction in dynamic environments. Licensed Notary Public in the State of Florida.

VITALS

3206 Halacka Ave SE

Palm Bay, FL 32909

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CORE COMPETENCIES

- Financial reporting & budgeting
- Project-based & multi-entity accounting
- A/P, A/R, payroll & reconciliation
- QuickBooks (online & desktop)
- Internal controls & audit compliance
- Construction accounting & permitting
- CRM Systems
- Vendor & client relationship management
- Staff hiring, training & supervision

EXPERIENCE

MICHAEL'S REFRIGERATION & AIR CONDITIONING FINANCIAL CONTROLLER/OFFICE MANAGER (Remote) MAY 2022-PRESENT

- Manage all financial operations for HVAC/Refrigeration business using QuickBooks online.
- Oversee project-based accounting, mechanical permitting, and construction buildouts.
- Generate monthly financial statements, balance sheets, and perform bank reconciliations.
- Manage payroll, A/P, A/R, vendor/customer accounts, payroll and administrative functions.
- Lead budget planning, forecasting, and implement internal financial controls.
- Direct office operations, dispatch technicians, and maintain vendor compliance.
- Coordinate legal, insurance, and workers' compensation audits.
- Develop policies, onboard new hires, and supervise office staff.
- Proficient in Service Titan CRM for workflow, invoicing, and scheduling.

SPAULDING DECON INDUSTRIES CORPORATION BOOKKEEPER (Hybrid) SEPTEMBER 2021-JUNE 2022

- Maintained accounting for six entities including real estate and franchises
- Handled franchise royalty reporting, reconciliations, and compliance documentation.
- Prepared financial reports: balance sheets, income statements, and cash flows.
- Reconciled bank accounts and general ledgers; resolved financial discrepancies.
- Managed A/P, A/R, and all day-to-day office and administrative tasks.

RAVING FANS RESTAURANT GROUP LLC. ASISSTANT FINANCIAL CONTROLLER/CATERING DIRECTOR AUGUST 2008 – SEPTEMBER 2021

- Conducted full-cycle bookkeeping for 30+ entities using QuickBooks Desktop.
- Managed weekly reporting, reconciliations for 30+ accounts, and tax documentation.
- Led restaurant development projects: permitting, licensing, construction oversight.
- Directed vendor account setup, contract negotiation, inventory management, payroll and office operations.
- Supervised customer relations, legal & insurance matters, and CPA tax coordination.
- Led Tampa-area catering operations, ensuring seamless logistics and profitability.
- Created financial insights to support cost-saving initiatives and operational improvements.
- Trained staff, handled hiring paperwork, and managed marketing efforts.

CERTIFICATIONS & TECHNICAL SKILLS

- GAAP Compliance
- QuickBooks Online & Desktop
- Audit Prep
- Service Titan CRM
- Revel CRM
- NCR CRM
- Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Access)
- Google Workspace (Docs, Sheets, Slides)
- Adobe Acrobat & E-Sign Tools
- Office Administration & Multi-line Phone Systems
- Construction, HVAC, Hospitality & Franchisor Accounting
- Bi-lingual: Fluent in Spanish & English (read, speak & writing)
- Phi Theta Kappa Honor Society Member
- Licensed Notary Public in the State of Florida

EDUCATION

Eastern Florida State College
Pursuing Law Degree – August 2024 – Present

Anne Arundel Community College
Culinary Arts Certificate – April 2004 – March 2005

Ridgeview High School
High School Diploma – August 1997 – June 2000