Hector Delgado

Assistant Director of Finance

Orlando, FL · (407) 555-0185 · hector.delgado@email.com · linkedin.com/in/hectordelgado

SUMMARY

Assistant director of finance with 8 years in hotel accounting and financial reporting. Runs the monthly close, payroll review and accounts payable for a 620-room resort, and builds the annual budgeting and weekly forecasting for rooms, food and beverage, and spa. Strong organizational skills and attention to detail in audits.

EXPERIENCE

Assistant Director of Finance

02/2023 - Present

Lakeview Grand Resort & Spa — Orlando, FL

Second-in-command of finance at a 620-room resort with $95M in annual revenue.

- Complete the monthly close by the 4th business day and present the P&L review to the owner's asset manager.
- Produce weekly forecasting of rooms and banquet revenue, staying within **3%** of actual for 2025.
- Manage 7 accounting staff covering payroll, accounts payable, income audit and credit.
- Lead the annual budgeting process with 12 department heads for a $95M revenue plan.

Assistant Controller

03/2020 - 01/2023

Harborline Hotel Group — Tampa, FL

Accounting for 4 hotels with 1,100 rooms in total.

- Reviewed the daily income audit and city ledger for 4 hotels and cleared aged balances within 60 days.
- Tested internal controls over cash, comps and voids, cutting cash variances by 70% in one year.
- Produced financial analysis of labor costs during reopening, guiding staffing levels at all 4 hotels.

Staff Accountant

06/2018 - 02/2020

Bayside Convention Hotel — Tampa, FL

General accounting for a 480-room convention hotel.

- Processed 900 vendor invoices a month and reconciled accounts payable to the general ledger.
- Reconciled 8 bank and credit card accounts each month in Microsoft Excel.
- Built PowerPoint charts for the monthly owner report and the year-end audit binder.

SKILLS

Financial Reporting

Budgeting • Forecasting

Financial Analysis

Microsoft Excel

PowerPoint

Internal Controls

Accounts Payable

Organizational Skills

Attention to Detail

EDUCATION

Bachelor of Science

05/2018

University of Central Florida

Orlando, FL

Accounting