

## **Cynthia Hall**

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### **Skills Summary & Professional Experience:**

- Proficient in Microsoft Office 2010 (Word, Excel, Publisher, PowerPoint and Outlook)
- Proficient in QuickBooks Pro 2011
- Full Charge Bookkeeper including Payroll, Accounts Payable, Accounts Receivable, Bank Reconciliation
- Proficient in Website Design and Maintenance, Marketing Materials and Subject Specific Educational Programs

### **Employment History:**

**Cobble Systems, LLC.**, March 2012 to February 2014. Sales & Marketing Director for a hardscape paver manufacturer. Responsible for customer direct sales for the state of Florida and national sales in states where there were no distributors. Responsible for website maintenance and updates, company newsletters, social media campaigns and all marketing materials. Responsible for developing and promoting continuing education courses for architects, landscape architects and builders.

**Cap Stone Industries of Central Fla, Inc.**, December 2005 to March 2012. Sales & Marketing Director, Office Manager, FC Bookkeeper for a hardscape stone quarrier / manufacturer. Responsible for all marketing materials and design including website, brochures, business cards, news articles, trade show displays. Responsible for all accounting functions through trial balance including receivables, payables, sales tax, payroll and general journal entries. Responsible for set up of retail distributors throughout the state and monitoring inventories on a monthly basis. Responsible for developing and promoting continuing education courses specific to the company's materials for architects and landscape architects.

**Real Stone & Granite Corp**, August 2002 to December 2005. Estimator / Project Manager / Production Manager for a custom granite and marble fabrication company. Responsibilities include bid take-offs, pricing structures, supervision of sales contracts through completion, customer relations with clients, scheduling of 3 template crews & 8 installation crews, management of shop production, liaison with builders for scheduling and specifications, management of slab inventory, management of system operations and computer software.

**Marble Craft & Restoration, Inc.**, November 1993 to July 2002. Full Charge Bookkeeper / Office Manager for a custom granite and marble fabrication company. Responsibilities include payroll, tax reports, accounts receivable, accounts payable, job costing, general ledger through balance sheet and income statements, budget analysis, slab inventory, job scheduling, sales reports, computer systems maintenance, customer relations and various other related duties. Additional responsibilities included jobsite supervision of tile flooring crews, sales contracts through completion, locating and ordering of all materials, customer relations with clients, advertising and marketing plans, supervision of sales personnel, supervision of accounts receivable.

**Layrite Engineering, Inc. / South Florida Construction Group, Inc.,** December 1989 to November 1993  
Full Charge Bookkeeper/Office Manager for an underground utility contractor and general contractor for private homes. Responsibilities include payroll (approximately 50 employees), tax reports, accounts receivable, accounts payable, job costing, general ledger through balance sheet and income statements, budget analysis, job scheduling, and various other related duties.

**Ocean Gate Construction Co., Inc.,** November 1988 to December 1989. Full Charge Bookkeeper in charge of four subsidiary and one main company through balance sheet and income statements including payroll and tax reports, accounts receivable, accounts payable, job cost and general ledger.

**Pine Croft Corporation,** August 1986 to November 1988. Bookkeeper/Office Manager in charge of four subsidiary and one main company through balance sheet and income statements including payroll and tax reports, accounts receivable, accounts payable, job cost and general ledger. Also responsible for subcontractor scheduling, construction "punchlists" and contracts on new construction.

#### **Education:**

##### **Indian River Community College - Stuart, FL. – 1986-1987**

Major: Business Management with emphasis in accounting.

Minor: Computer Science with emphasis in programming.

GPA: 4.0

#### **Community Experience and Affiliations:**

##### **Treasure Coast Builders Association:** Associate Member since 1998

Okeechobee Chapter Chairman – 2007-Current

Board of Directors 2007-Current

Executive Board Secretary – 2009-2010

Second Vice President – Nov 2010-Oct 2011

Immediate Past Second Vice President – Nov 2011-Oct 2012

Founder & Chairman of the TCBA Green Building Council–2007-2011

Membership Committee member since 2000

Special Projects Volunteer since 2000

Sales & Marketing Council Member

**Awards:** Gold Medallion Salesperson of the Year – 2004

Gold Medallion Sales & Marketing Director of the Year – 2006, 2009

Volunteer of the Year – 2006

Associate of the Year – 2007

##### **Florida Home Builders Association:**

Alternate Board Member – 2007-2009

Board Member – 2009–2010

Executive Board Member – 2010-2012

Area IV Associate Vice President – 2010-2012

Third Vice President – 2012-2013

Second Vice President – 2013-Current

Green Building Council Member 2009-Current

Southeast Builders Conference Education Committee – 2009-2011

**Awards:** 2010 Woman of Distinction Award

**Florida Nursery, Growers & Landscapers Association:** Member since June 2007

Treasure Coast Chapter Vice President – June 2008-May 2010

Treasure Coast Chapter President – June 2010-2012

Landscape Show Committee Member – 2008 to current

Landscape Show Chairman - Current

Editor of Chapter Newsletter – 2008 to current

State Board of Directors – 2013 to current

**Awards:** Volunteer of the Year – 2011

Outstanding Chapter Secretary/Treasurer 2013

**Florida Green Building Coalition:** Member since February 2007

Board of Directors – June 2009 to current

President – July 2010-Current

Member of Education, Membership & Green Trends Committees

**US Green Building Council:** Treasure Coast Chapter member since 2008

**Family & Consumer Sciences Advisory Committee –St Lucie County Extension:**

Treasure Coast Representative since 2009

**Boy Scouts of America:**

Cub Scouts – Various Leader Positions – 1991-1999

Boy Scouts – Asst. Scoutmaster – 1994-Current

Tanah Keeta Campmaster Core – 2005-Current

Wood Badge Leadership Certified – 2000

Wood Badge Leadership Trainer – 2002, 2004, 2005, 2006, 2008, 2009, 2011

Order of the Arrow Member Since 1999

Vigil Honor – 2005

Elections Advisor – 2008-Current

Associate Lodge Advisor – 2010-Current

2010 Scout Fest Committee-Administration Coordinator

Chairman of several council events including Geology Day, Engineering Day,

Spook-A-Ree Campouts and Klondike Derby

**Awards:** District Award of Merit – 2002

James E. West Fellowship Award – 2008

Nat'l Order of the Arrow Founder's Award - 2012