

Carlos J Rivera

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Objective

ACCOUNTING AND MANAGERIAL POSITION

Decisive, action-oriented and result focused professional with more than 25 years of experience in management. Offer outstanding talents in resource loading (recruiting/staffing), resource leveling (sharing resources), team building, team consensus, budget management, developing project scope (budget, timelines, and delivery dates), customer relationships, cost avoidance, continuous design improvements, and conducting status meetings and customer reviews. Proven ability to deliver substantial revenue, productivity and quality improvements through well-managed, on-time projects, strong in staff development, including training, coaching and evaluation.

Skills and Licenses

Anti-Money Laundering Association License, CBO I and CBO II (Certified Bank Secrecy Act Officer). Business Consulting, Non Profit Consulting, Accounting and Tax Consulting, Fully Bilingual (English-Spanish), Microsoft Windows Office proficient and Google platform office software proficient.

Experience

President/Owner, For His Glory Consulting Corp.

Orlando, FL — 2012-2014

Non Profit and Business Consulting specializing in IRS Code Section 501(c)3, and audit requirement for OMB Circular 133. Church growth and Ministry development Consulting. Bank Secrecy Act (BSA) Anti-Money Laundering (AML) Consultant.

President/Owner, Accounting and Tax Center of Central Florida, Inc.

Orlando, FL — 2004-2008

Managed a dynamic Accounting and Income Tax office geared to Hispanic clientele. Expert in Corporate, Individual and Non For Profit Income Tax. Proficient in accounting and business management. Business consultant for small local businesses.

Accomplishments

- Opened a tax practice.
- Doubled business clientele every year since 2004.
- Leader in new business growing in my zip code. (According IRS Survey)
- Managed 2 employees.

Hispanic Business Director - Area Manager, Jackson Hewitt Tax Svc.

Orlando, FL — 2002-2004

Managed the Hispanic Division for Jackson Hewitt Tax Services. Liaison between upper management and store managers. In charge of budget and forecast to meet yearly goals.

Accomplishments

- Top Producing Stores in Southeast Region.
- Goals met or exceeded every year.
- My region experienced a growth of 9 Stores in a two year period. Increased from 7 to 16 stores.
- Managed up to 24 Seasonal Store Managers.
- Managed up to 120 Seasonal Employees.

Controller, Hope and Help Center of Central Florida

Winter Park, FL — 2000-2002

Non profit organization controllership. Fund accounting, budgeting, and forecasting. Grant negotiation and acquisition. Federal, State, County and City service program management. Customer oriented organization with more than 1,000 clients.

Accomplishments

- Development/Implementation of Policy and Procedure Manual.
- Development/Implementation of Fund Accounting Procedures.
- Development/Implementation of Personnel Procedures.
- Development/Implementation of Unit Billing System.
- Perfect Federal, State and Board of Director Audits.
- Managed 3 accounting support staff directly.
- Managed 17 agency staff indirectly.

Counselor, Orlando Methadone Treatment Center

Orlando, FL — 1995-2000

Drug Rehab Counselor.

General Manager, Caribbean Exhibits, Inc.

Santurce, PR— 1995-2000

Overall organization management in a fast paced industry devoted to Trade Show, Product Exhibitions, Special Events, Conventions, etc. Reported directly to the CEO. Budget, Forecasting, Project Analysis, and Cost Analysis.

Accomplishments

- Turned a profit for first time in 5 years.
- Increased Customer Satisfaction.
- Successful negotiations with Labor Unions.

- Managed 7 Department Heads.
- Managed 75 Employees.

Managing Partner, B&B Environmental Engineering Caguas, PR— 1993-1995

Sales of waste water treatment equipment. Commercial, Industrial and Residential waste water solutions and equipment. Sold grease traps for industrial and commercial industries. Sold to Federal, State and Municipalities through a bid process. Quoted commercial, industrial, and residential projects.

Accomplishments

- Established reputable name in the industry.
- Pollution mitigation and remediation.
- Pharmaceutical and municipalities waste water treatment plants maintenance.
- Obtained and negotiated government permits.
- Managed/Supervised subcontractors on behalf of our customers.
- Managed water/soil mitigation process for the government.

Controller, Sani Plant, Inc Trujillo Alto, PR — 1988-1990

Controllership for an Environmental Engineering Company.

Accomplishments

- Development/Implementation of Policy and Procedure Manual.
- Development/Implementation of Cost Accounting Procedures.
- Development/Implementation of Personnel Procedures.
- Development/Implementation of Construction Billing System.
- Performed Board of Director Audits.
- Managed 2 accounting support staff directly.
- Managed 6 staff indirectly.

Project Accountant, Schering-Plough Del Caribe, Inc. Las Piedras, PR— 1986-1988

In charge of the entire administrative task for the construction project. Budgeting, Forecasting, Project Analysis (Accounting perspective), Staff Management, Cost Accounting, Phase Accounting. Weekly Status Meeting with Senior Management. Resource loading, resource leveling, budget management, developing project scope (budget, timelines, and delivery dates), contractors/suppliers relationship, cost avoidance.

Accomplishments

- \$32 Million Construction Expansion Project.
- On-time Project completion.
- Under Budget operation.
- Managed 5 Accounting Staff.
- Managed 4 Support Staff.
- Managed up to 240 staff indirectly.

Education

Florida Southern College

5th Year CPA's Florida Requirement — 2002

Universidad del Turabo

Accounting Major, Management Manor — 1994

Universidad de Puerto Rico

Psychology — 1990

San Juan City College

Paralegal Tech — 1985

References

Available upon request.