

# DAYANA GARCIA

**SUMMARY** Adaptable General Accountant with experience in all aspects of financial management including budgeting, forecasting, and financial reporting. Strong knowledge of GAAP principles and corporate finance. Proven track record in implementing accounting systems and processes, improving efficiency while ensuring compliance. Demonstrated ability to lead teams in meeting business objectives and achieving fiscal performance goals.

**SKILLS & ABILITIES**

- Auditing
- Cash Flow Analysis
- Financial Analysis

## PROFESSIONAL EXPERIENCE

### GENERAL ACCOUNTANT, KIMPTON EPIC HOTEL

8/2024 - Current

- Reviewed and reconciled financial statements and general ledger accounts to ensure accuracy.
- Prepared monthly, quarterly and annual financial reports for management review.
- Provided support on special projects related to mergers and acquisitions or new business initiatives.
- Evaluated existing processes and identified opportunities for streamlining tasks and procedures.
- Ensured compliance with all applicable laws and regulations pertaining to accounting operations.

### ASSISTANT DIRECTOR, ASOCIACION DE EMPRESARIOS ESPANOLES EN CUBA

5/2022 - 7/2024

- Coordinated financial activities, budgeting and forecasting for assigned departments.
- Analyzed data from multiple sources to identify trends and develop strategies for improvement.
- Led weekly meetings with department heads to review progress towards project milestones.
- Managed daily workflow of personnel by assigning tasks, tracking progress and providing assistance when needed.

### RESTAURANT MANAGER, SAOCO

12/20219 - 4/2022

- Supervised and trained staff in customer service, food handling, and safety protocols.
- Developed strategies for improved operational efficiency and customer satisfaction.
- Counted money in cash drawer at the beginning of shift to ensure that amounts were correct and have sufficient change.

**EDUCATION** UNIVERSITY OF LA HAVANA –HAVANA, CUBA –ACCOUNTING AND FINANCE

**LANGUAGES** SPANISH: NATIVE/BILINGUAL

ENGLISH: PROFESSIONAL