

Cynthia (Cindy) Hall

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Skills Summary & Professional Experience:

- Proficient in Microsoft Office 2016 (Word, Excel, Publisher, PowerPoint and Outlook)
- Proficient in QuickBooks Pro 2017
- Full Charge Bookkeeper including Payroll, Accounts Payable, Accounts Receivable, Bank Reconciliation
- Proficient in Website Design and Maintenance, Marketing Materials and Subject Specific Educational Programs
- Proficient in Social Media Marketing and Email Platforms including Facebook, Linked-In, Instagram, Twitter, Constant Contact and Mail Chimp
- Project Management Experience in Residential Construction

Employment History:

Eco Solutions Marketing, Inc., May 2011 to Current. President/Owner. Specializing in accounting/bookkeeping services, database management systems, website design, and marketing/sales for small businesses.

Future Builders of America, Inc., April 2016 to Current. Executive Director. Responsible for all day-to-day operations of a 501 (c) 3 non-profit organization and to promote the organization's mission. Responsible for the oversight of statewide FBA Chapters in local high schools, organizing and running a 4-day Leadership Summit for high school students and administering a scholarship program.

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 quarry / 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 and 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 subsidiaries 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 subsidiaries 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 – 2007-2016

Board of Directors - 2007-2015

Life Director – 2015 to 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 2015 - 2018

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 – 2013-2014
Immediate Past Second Vice President – 2014-2015
Life Director – 2015 to current
Green Building Council Member - 2009-2014
Southeast Builders Conference Committee – 2009-Current

Awards: 2015 Associate of the Year
2010 Woman of Distinction Award

National Association of Home Builders

Florida Representative for Associate Members – 2014 to 2016
Florida Representative Board of Directors – 2014 to 2016

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 – 2014-2015
Editor of Chapter Newsletter – 2008 to current
State Board of Directors – 2013 to 2018

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 to August 2012

Martin County Strategic Energy Master Plan (SEMP):

Treasure Coast Builders Association Representative 2011 - 2014

Martin County Local Planning Agency: Jan 2015 to current.

Martin County Community Redevelopment Agency: Nov 2014 to current.

Jensen Beach Neighborhood Advisory Committee: Nov 2014 to current. Current Chairman.

Boy Scouts of America:

Cub Scouts – Various Leader Positions – 1991-1999
Boy Scouts – Asst. Scoutmaster – 1994-Current
Wood Badge Leadership Certified – 2000
Wood Badge Leadership Trainer – 2002, 2004, 2005, 2006, 2008, 2009, 2011, 2015
Order of the Arrow Member Since 1999
Vigil Honor – 2005
Associate Lodge Advisor – 2010-2014
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