



Amy Steele
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Professional Summary

Structured employee offering expertise in Management. Aiming to take on any opportunity and leverage knowledge and growth to positively impact business success.

Education

- High School Diploma : Northlake Christian School
- Licensed Cosmetologist : Cosmetology Ajour Covington, LA - November 2014

Key Skills

* Excel proficiency

Continuous improvement + Organizational strengths + Transformative leadership

Management accounting

- Multitasking
- Results-oriented
- Billing and Invoicing
- Brand building
- Budgeting
- Finance tracking
- Project management
- Reporting
- Strategic Planning



Experience

Program Manager

October 2020

CF Breeze Recovery, LLC

- R3 Program – Puerto Rico | Repair and Reconstruction of Homes
- Buckley Air Force Base – Aurora, Colorado | 5,000 Solar Panels Installed
- Charity Hospital – New Orleans, Louisiana | Salvage Portion
- US Army Corps Temporary Power Mission – Florida & Puerto Rico | Mobilized 100+ Apprentice, Journeyman, and Master Electricians Post Hurricanes Ian and Maria
- Tu Hogar Renace – Puerto Rico | 1,683 Houses Completed
- Roof Hardening – USVI | 444 Roofs and Homes Completed

Manager

October 2018 to October 2020

CRSC, LLC - Charlotte Amalie, St Thomas, USVI

- Developed systems for invoicing and monitored financial deadlines
- Managed financial operations, and treasury duties
- Supervised, trained and tasked employees to meet department and accounting needs
- Coded invoices and other records to maintain organized and accurate records
- Supervised subcontractor invoices and motivated performance to meet goals / deadlines

Accounting Manager

April 2018 to Current

CF Breeze Management, LLC - San Juan, Puerto Rico

- Responsible for weekly invoicing two primes for all work completed
- Compiled historic financial and operational data for review and use in financial planning
- Developed and implemented departmental accounting policies, procedures and processes to establish and standardize accounting best practices
- Contributed financial information to strategic plans and reviews and implemented production, productivity, quality, and customer-service standards
- Monitored all company costs and presented budget forecasts each week
- Managed all payroll processing and changes for over 200 employees
- Oversaw all aspects of monthly financial reporting and payroll preparation



Manager

June 2009 - April 2018

Lacoste Hair Designs - Mandeville, La

- Reviewed performance reports and used data to develop continuous improvement initiatives
- Collaborated with staff to maximize customer satisfaction, streamline procedures and improve bottom-line profitability
- Trained and mentored new employees to maximize team performance and achieve daily performance objectives
- Executed new training initiative to improve skills and develop leaders from within
- Managed day-to-day operations, including supervision and assignment delegation for team members
- Led employee performance reviews and discussed improvement strategies with each member
- Completed financial due diligence through consistent daily register, cash and credit card reconciliation



CF Breeze Management, LLC
CF Breeze Recovery, LLC
Building with Innovation. Together.