

JACI (LAWLER) MENDOZA

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Professional Summary

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills

- Management Experience
- QuickBooks, PeachTree, OnQ,
- AP/AR, Payroll & Reports
- Inventory Analysis
- Budgeting & Revenue Management
- Microsoft Suite- Word, Excel
- Micros, Delphi
- Data Collection/Analysis
- Acquisitions, Sales & Contracts
- Accounting (10+ years)

Work History

General Manager (GM)

07/2019 to 04/2020

MTP Hospitality Solutions – Midland, TX

- Managed an operating budget for 20 employees.
- Knowledge and implementation of all corporate, state, and local policies, including TABC tax.
- Tracked sales performance as well as creating and executing new sales strategies.
- Implement revenue management in order to increase revenue at high market value.
- Developed strong relations with customers and vendors on behalf of the organization.
- Hired, trained, mentored staff and scheduling requirements.
- Managed and maintained all inventory and purchases for the following area/departments - Rooms, housekeeping, maintenance, kitchen, and bar.
- Oversee operations and cash management and provided detailed reports.

Audit/Front Office

09/2017 to 06/2019

Homewood Suites by Hilton – College Station, TX

- Ensure all financial and operational tasks are completed to close the business day accurately and efficiently. This includes reconciling daily transactions, verifying financial data, and ensuring records are ready for review.
- Prepare detailed daily revenue reports, providing insight into financial performance.
- Audit and analyze all data entries to identify and correct discrepancies before performing scheduled server backups.
- Provide administrative and operational support to hotel management, assisting in implementing policies, managing daily operations, and addressing any issues that arise.
- Advise and train front desk staff in hospitality, as well as manage hotel inventory.

Rocket Industries

- Facilitate clear and effective communication between landmen and landowners, ensuring that negotiations, agreements, and inquiries are handled efficiently. Maintain professional relationships to foster trust and transparency during transactions related to oil, gas, and mineral rights.
- Assist with appointments and business meetings.
- Create and maintain detailed run sheets and spreadsheets for the acquisition of oil, gas, and mineral rights. Organize data collected from various sources, ensuring accuracy and accessibility for analysis and decision-making.

Additional Experience**Texas**

Multiple Positions Hilton Hotels:

- Auditor Supervisor
- Front Office Manager
- Night Auditor
- Sales Office Assistant
- Office Administration

Travel Agent assisting clients within depth travel plans and needs.

Education

Diploma**Crane High School**

Diploma: Accounting

05/1990

American Commercial College

432-889-9107

Prosperity Employment Outreach - Midland

Certifications

- Paraprofessional Education K-12, 05/01/03, Present
- Educator License with Stipulations
- CPR Certification