

C. Maria Neymour-Jones – Curriculum Vitae

Statement of Purpose: Using my Knowledge and my experiences gained through the years to assist others in becoming a higher version of themselves.

Motto: “ Your Life is a gift from God to you, Manage it well”

Name: Charlene Maria Neymour-Jones
Date of Birth: December 19th, 1964
Place of Birth: New Providence, The Bahamas
Marital Status: Single
Nationality: Bahamian
Permanent Resident: Freeport, Grand Bahama, The Bahamas

School Attended

Primary Primary	1970-1976
C. I Gibson Secondary High	1976-1979
Seven (7) Bahamas Junior Certificate	1979
R. M. Bailey Senior High School	1979-1982
High School Diploma in GCE Courses	1982
One (1) GCE	1982

Educational Courses/ Training

University of The Bahamas/James Madison University School of Business
Certified Professional Manager 2015

Grand Bahama Sunrise Rotary - (Rotarian) Acting Secretary 2017-2018

Success Training College studies in Education 2002

Success Training College Certificate in Computer Technology 2000

Computer Service & Training Ltd – Certificate in Microsoft Excel 2000

Assemblies of God in the Bahams – Youth Minister, Lay Teacher 1997-2000

Bahamas Hotel Training College Freeport campas, Hotel Management
Accounting 1, Advanced Accounting, Front Office Operations, Hospitality Law,
Food & Beverage Control Services. Diploma Program 1994

Imperial Life Insurance Company Limited- Sales Agent Training 1995

Assemblies of God in the Bahamas- Evangelism Trainer 1991-1996

Assemblies of God in the Bahamas, Girls Mentor 1990-1996

Educational Courses/ Training Cont'd

Employment/ Business Venture

Lucayan Towers South-Freeport, GBI Director of Operations 2015 to 2018

Duties includes:

- Daily operations of the Condominium Association
- Management, and scheduling of staff shifts and their duties.
- Supervision of all Condominium Association records in QuickBooks for Accountants purposes.
- Supervision of receipt of funds, depositing and reconciliation of all maintenance and Assessment fees as it relates to tenants accounts.
- Supervision of the preparation of all documents as it relates to banking, (wire, drafts, deposits)
- Overview of all Organizing and planning of projects, and reporting to Board of Directors on such projects and progress.
- Agitated and raised almost ½ million in budget towards repairs to the building in 2016.
- Liasing with Contractors and Board of Directors as it relates to ongoing building and construction contracts.

The Plus Group of Companies- Grand Bahama

Location Administrator/ Manager of Accounts Payable/ Guest Service Supervisor 2009-2015

- Supervisor of all Cashiers
- Supervisor of Building Maintenance Department
- Preparation of documents as it relates to Company banking activities.
- Approval of all documents as it relates to loan approvals.
- Supervisor of accounts Payables
- Payroll Mistress

H & S Enterprises, Quantity Surveying Company Ltd. Grand Bahama – Administrator 2003-2009

- Daily Operations of the Company's Business which includes
- Meeting with Clients, Attorneys, Financial Institutions, the preparation of contract documents, Estimates and other presentations as required for Construction Management.
- Preparation of documents for company's banking activities.
- Oversight of contracted companies, construction locations, ensuring all deadlines are met and Government laws are in place and being observed.

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Contact Manufacturing Accounts Receivable/Accounts Payable /Payroll

Duties include:

- Daily supervision of the company's Accounts office.
- The receiving of funds and the reconciliation of the same in Great Plains Accounting system.
- Reconciliation and payment of all company bills.
- The preparation of documents as it relates to all banking facilities.
- To liaise with customers on an international level which includes the Americas, Europe, Canada and Japan.
- Scheduling of all staff shifts and duties.
- All documents as it relates to payroll, the preparation of manual and computerized payroll checks.
- Monthly conferences with Owners as it relates to customers accounts and all company business.

Bahamas Princes Hotel Properties- Country Club/Princess Towers/Princess Casino Purchasing Department. Duties Include:

Purchasing of all supplies and equipment required to operate the three

Owner/ Manager of Restaurant Freeport, Grand Bahama– Chays Bahamian Kitchen 1993-1995.

Awards:

Address: #52 Ludford Avenue, Lincoln Green, Freeport, Grand Bahama

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