

ABBY SCOTT

PO Box 25568, Greenville, SC 29616
864-553-6748 abscott1704@gmail.com

MAJOR BRAND EXPERIENCE

- Sonesta (Full Service, Extended Stay)
- Crowne Plaza (Full Service, Conference Center)
- Candlewood Suites (Extended Stay)
- Best Western

MANAGEMENT COMPANY EXPERIENCE

- Sonesta
- IHG
- Davidson Properties

TITLES & POSITIONS

- Accounting Assistant
- Front Desk Manager on Duty
- Night Auditor

SYSTEM PROFICIENCIES

- Operations Systems
Lightspeed
Opera PMS, Windows
Choice Advantage
- Revenue Management Systems
CI/TY (Consolidated Inventory/Total Yield)
CIA Financial Solutions
OPERA Hotel Property Management Solutions (PMS & Cloud)
Oracle Operating System
QuickBooks Accounting System

MARKET SEGMENT

- Full Service
- Convention Center
- Extended Stay

TASK FORCE EXPERIENCE

Hotel Allegro Royal Sonesta
Accounting Assistant
10/2022 – 05/2023

- Reconciled DSTAT discrepancies as Income Audit accessing the CIA Financial Solutions software
- Reviewed contracts/resumes from sales department for review of billing/deposit terms, rooms/F&B anticipated revenue and attrition fees
- Obtained credit card authorizations from Sertifi for reservations, contracts and event deposits
- Setup direct bill and master folios for contract events
- Reconciled open folios, open balances and AR accounts for 498 rooms

Hotel Allegro Royal Sonesta (cont'd)

- Obtained rooms and banquet costs to compile and produce invoices for events
- Assisted reservations with group room audits to produce invoices
- Assisted reservations with past guest issues or folio discrepancies

Hotel Viking

Front Desk Shift Manager / Night Auditor

06/2022 – 10/2022

- Verified guest reservations, special requests, traces, advance deposits, routing/billing instructions and third-party for 208 rooms
- Checked-in/out guests as per reservations
- Posted fixed, valet parking and pet fees on folios
- Reviewed stats for due outs, arrivals, room discrepancies, housekeeping availability
- Reconciled room inventory, credit limits, No-Shows, F&B charges for rooms, credit cards, house charges, banquets, bar and recap spreadsheet
- Executed night audit procedures
- Entered housekeeping and maintenance requests in HOTSOS

Chase Park Plaza Royal Sonesta

Front Desk Shift Manager

03/2022 – 05/2022

- Verified guest reservations, special requests, traces, advance deposits, routing/billing instructions for 398 rooms
- Checked-in/out guests as per reservations
- Posted fixed, valet parking and pet fees on folios
- Reviewed stats for due outs, arrivals, room discrepancies

Sonesta Extended Stay Suites

Front Desk Shift Manager / Night Auditor

11/2021 – 03/2022

- Verified guest reservations, special requests, traces, advance deposits, routing/billing instructions for 156 extended stay rooms
- Checked-in/out guests as per reservations
- Reviewed stats for due outs, arrivals, room discrepancies
- Executed night audit procedures

Crowne Park Plaza Convention Center

Front Desk Shift Manager / Night Auditor

07/2021 – 11/2021

- Verified guest reservations, special requests, traces, advance deposits, routing/billing instructions for 225 rooms
- Checked-in/out guests as per reservations
- Reviewed stats for due outs, arrivals, room discrepancies
- Executed night audit procedures

PROFESSIONAL EXPERIENCE

Sheraton Memphis Downtown

Accounting Manager

05/2023 - present

- Reconciled open folios, open balances and AR accounts
- Obtained 600 guest rooms costs to compile and produce event invoices
- Obtained 12 meeting room and convention center banquet costs to compile and produce event invoices
- Verified / adjusted postings for rooms / banquet costs
- Posted tax exempt, comp, rebate adjustments for events as per group resume
- Compiled invoices with guest and banquet backup documentation for events
- Obtained direct bill or credit card payment on file or Sertifi for events
- Assisted reservations with past guest issues or folio discrepancies
- Collected past due balances on past events
- Reconciled daily Income Audit of banquet costs and adjustments

Bernard Brothers Concrete Construction

Project Facilitator

08/2016 – 07/2021

- Obtained specific project information on contracts, concrete & rebar suppliers, material quotes, concrete mix designs & shop drawings
- Submitted shop drawings, concrete mix designs and change orders to contractor for approval to proceed with fabrication and Field & File Use drawings
- Coordinated material deliveries with suppliers
- Verified job costing, prepared change orders, pay applications and lien waivers for monthly billing and certified payroll billing in Excel, Word and PDF
- Obtained payment status and processed payment on monthly billings
- Updated project listings in QuickBooks
- Created customized forms
- Data input Mudbugs concrete pumping tickets in the Rapid Application database to be invoiced

Candlewood Suites Extended Stay

Front Desk Shift Manager / Night Auditor

01/2021 – 07/2021

- Verified guest reservations, special requests, traces, advance deposits, routing/billing instructions for 93 rooms
- Checked-in/out guests as per reservations
- Reviewed stats for due outs, arrivals, room discrepancies
- Executed night audit procedures

Sleep Inn

Front Desk Shift Manager / Night Auditor

02/2018 – 12/2020

- Verified guest reservations, special requests, traces, advance deposits, routing/billing instructions for 79 rooms
- Checked-in/out guests as per reservations
- Reviewed stats for due outs, arrivals, room discrepancies
- Executed night audit procedures

HDB Construction, Inc.
Field Office Assistant
03/2014 – 08/2016

- Attended preparatory, subcontractor & safety meetings relative to current project according to scope of work
- Recorded and submitted daily construction activities, SOV corresponding to daily activities
- Compiled data for deliveries & project expenses in Excel
- Prepared transmittals and T&M documentation for USACE submittals

LANGUAGES

- English

PROFESSIONAL DEVELOPMENT, AWARDS AND CERTIFICATIONS

- Passport
- TWIC
- Procore Technologies Associate
- Construction Quality Management for Contractors Regional Project Financial Management
- FEDCON 1.2A Safety First Award
- LOOP Air Travel Safety Presentations Award