

ARCELI LEGASPI-MESINA

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OBJECTIVE

Seeking for a full-time long-term position in a company that will give me an opportunity for career advancement, and allow me to enhance my knowledge and skills that I can utilize in helping the company attain its organizational goals.

PROFESSIONAL SUMMARY

Reliable finance professional with more than 20 years of experience in timeshare industry and corporate finance/accounting. Knowledgeable analyst who is well-versed in due diligence, valuations, and statistical analyses. Prepares models, forecasts trends and gives presentations. Detailed in data analyses and reporting for audits, trend determination, and financial reporting.

SKILLS

- Strategic financial planning
- GAAP and statutory reporting
- Advanced financial analysis
- Financial and operational reporting
- Developing solutions
- Forecasting trends
- Preparing budgets
- Preparing models
- General ledger accounting expertise
- Account reconciliation
- Research abilities
- Flexible team player
- Knowledge of EPM (Enterprise Planning Management) software

WORK HISTORY

Financial Analyst, 02/2017 to 3/2020

Diamond Resorts - Las Vegas, NV

- Developed departmental financial reporting in Excel and/or Financial Reporting Studio which includes the comparison of budget vs current actual vs. prior year actual, forecast, and team member labor cost analysis
- Analyzed financial fluctuations and advised leaders about the trends of their monthly financial
- Assisted on GL coding for actual expenses to align with budgets
- Prepared and distributed monthly departmental financial package
- Aided departmental leaders in preparing and completing their budgets
- Provided capital expenditures (CapEx), team member headcount, and add-back reports to incorporate in the monthly board review (MBR)
- Balanced financial data in Oracle vs. SmartView

Assistant Accounting Supervisor, 03/2015 to 02/2017 | **Senior Accountant**, 08/2009 to 03/2015

Diamond Resorts, Las Vegas, NV

- Analyzed and explained financial fluctuations on high level reporting
- Assisted on GL coding for payroll & other G&A areas
- Reconciled various GL accounts
- Prepared special project reports for audit and tax purposes
- Monitored coding of cash management and payroll transactions
- Amortized discount & debt issuance costs
- Handled reviewing & submitting stale dated checks to the State Governments
- Oversaw daily accounting operations in my department
- Simplified work process and created procedures

EDUCATION

BSBA in Accounting, 05/2014

University of Nevada - Las Vegas