

Application Form

Profile

Mrs Marie A Hodgson
Prefix First Name Middle Initial Last Name

kaye0404@gmail.com
Email Address

5178 NW 87th Terrace
Home Address

Lauderhill FL 33351
City State Postal Code

Home: (516) 582-8962
Primary Phone

Which Boards would you like to apply for?

Art, Cultural, Tourism Board: Eligible

Are you a Lauderhill resident?

☒ Yes ☐ No

How long have you been a Lauderhill resident?

5 years

Are you a registered voter in Broward County?

☒ Yes ☐ No

Do you have a contract or do business with the city?

☐ Yes ☒ No

Interests & Experiences

Have you served on a City board before?

☐ Yes ☒ No

Why are you interested in serving on a board? If you have not attached a resume, please describe any qualifications, skills, and abilities you possess that would directly benefit this board.

I am excited about the prospect of contributing my expertise, creativity, and passion to promote my city’s arts, culture, and tourism initiatives. I am confident that my diverse skill set, combined with my love for community engagement, would enable me to make a meaningful impact on the board. As a passionate and dedicated community member with a strong background in hospitality, event planning, and business operations, I am confident that I would be a valuable asset to the board.

Upload a Resume

Board Specific Questions

Referral

Please indicate who referred you to this opportunity (e.g., Commissioner, Board Member, Staff, etc.).

Commisssoner, Richard Campbell

Demographics

Ethnicity *

☒ Other

Gender *

☒ Female

04/04/1963

Date of Birth

MARIE HODGSON

CONTACT

Phone: 516-582-8962

Email: kaye0404@gmail.com

SKILLS

- Property Management
- Sales
- Exceptionally Hospitable
- Business Operations Analyst
- Excellent multitasker
- Compliance
- Time management
- Organizational Skills
- Trade Confirmation
- Commodities Settlement
- Cashflow Forecasting
- MS Office (Word, Excel, PP)
- Accounts Payable & Receivable
- Video Conferencing Software
- Financial Statements Review
- Judgement and Decision Making
- Report Preparation
- Relationship Building
- Verbal and Written Communication
- Financial Controls
- Excellent Presentation Skills
- Team Building

PROFESSIONAL SUMMARY

Confident, enthusiastic and resilient Business Professional with years of experience supporting organizational success. Expert at operations management and support, pre and post settlement services with excellent client service skills. Successful at prioritizing tasks, maintaining organization and optimizing workflow. Balances high-volume communication with exchanges and staff administrative needs. Compliant with best Market Practices and risk mitigation.

WORK HISTORY

Realtor, 05/2022 to Present

Prudence Real Estate Solutions - Tamarac, FL

- Home sales & rentals
- Property leasing
- Landscaping (Trained Broward County Master Gardener)
- Home staging and interior decorating

Personal Assistant to Founder, 05/2020 to 05/2022

Galesi Property Management Group - Palm Beach, FL

- Managed multiple residences.
- Coordinated events, prepared agendas, and schedule.
- Updated spreadsheets and created presentations to support executive.
- Managed budget, and bank reconciliation.
- Facilitated virtual meetings and appointments.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Arranged travel

Revenue Contract Accountant, 11/2017 to 04/2018

MSCI (Contracted through Execu-Search Group) - New York, NY

- Performed analysis and approval of revenue contracts
- Assisted with data migration from Salesforce to SAP
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.

Accounting Manager, 12/2016 to 06/2017

Criteo (Contracted through Core Staffing) - New York, NY

- Handled accounts payable, accounts receivable, and bank reconciliation.
- Prepared various account analysis of vendors and sales staff.
- Assisted with data migration from QuickBooks to SAP as part of a merger with a newly acquired company.
- Maintained publishers' analysis and settlement for over sixty vendors.
- Tracked business revenue and expenditures and reconciled accounts to calculate commission for sales personnel.

- Performed both accounts payable and receivable functions.

Operation Analyst and Staff Accountant, 01/2005 to 05/2016

Mitsui & Co Precious Metals Inc. - New York, NY

- Responsible for all workflow events along the trade lifecycle from trade capture and reconciling breaks, to funds and commodity settlements.
- Generated daily cashflow forecast to facilitate investment opportunities.
- Exercised extensive collaboration with clients and superiors.
- Managed leasing contracts, reviewing for errors and performing quality assurance functions to ensure compliance with established standards.
- Conducted thorough reviews of operations to devise and deploy improvement strategies.
- Increased efficiency, support and documentation of accounting processes by creating detailed schedules for journal entries.
- Performed testing of audit areas for fixed assets and accounts payable.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Reconciled options and futures positions, variation margin calculations and settlements.
- Executed financial reporting, managing prepaid accounts, schedules, reconciliations, event settlements and month-end accruals.
- Processed daily cash settlements via Fed. wire up to \$2. billion
- Identified improvement changes regarding key processes for internal controls and accounting procedures.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.

EDUCATION

**Bachelor of Science: Accounting,
York College - Queens, NY**

CERTIFICATIONS

- LCAM - Licensed Community Association Manager
- Certified Human Resources Manager
- Realtor