

SUMMARY

Human Resource and Payroll professional with over 16 years combined experience with expertise in recruiting, on-boarding, new hire orientation, and employee relations. Experienced in processing payroll for field and exempt personnel. A strong attention to detail with a customer service attitude. Passionate about customer service to internal customers.

Competencies:

- Recruiting
- New Hire Orientation
- Worker's Compensation
- Employment Screening
- Employee Relations
- Software Conversion
- On-Boarding
- Payroll Processing
- Reporting

PROFESSIONAL EXPERIENCE

Omron Oilfield & Marine, Inc., Houston, Texas 2008 – 2016

Human Resources Generalist / Administrator (2013 – 2016)

Recruited for three major departments using ADP Vantage software. Performed new hire orientation and assisted with employee relations events.

- Acted as lead of department in five month absence of HR Manager.
- Led preparations for large reduction in force of 70 employees which resulted in organized meetings and smoother transitions.
- Provided assistance with software conversion from Ceridian to ADP Vantage which resulted in accurate data transfers of all employee information.
- Monitored applications on ADP portal which expedited the onboarding process.
- Led community service (CSR) committee planning quarterly events for 8 years.

HR/Payroll Administrator (2008 – 2013)

Processed payroll for field and exempt personnel. Scheduled new hire drug screens and on-site random drug screens. Performed new hire orientation.

- Reported worker's compensation injuries to insurance carrier and monitored employee's treatments which resulted in smoother return to work for the employee.
- Prepared documentation for the software conversion from ADP PCPW to Ceridian which resulted in accurate data transfers of all employee information.
- Wrote desk reference manual for general information and payroll processes which provided a valuable tool for cross-training team members.

Helix Energy Solutions, Inc., Houston, Texas 2007 – 2008

Payroll Specialist (Contract Assignment)

Assisted payroll department with software conversion to Oracle. Verified all calculations, including overtime and tax deductions.

- Provided assistance with conversion testing which resulted in payroll team's ability to test data and ensure accuracy.

Nabors Corporate Services, Inc., Houston, Texas

2005 – 2007

Payroll Coordinator

Processed payroll for field and exempt personnel. Performed audits and verification checks to ensure compliance with company policies. Processed off-cycle payrolls to pay any late entries.

- Drafted desk reference manuals for each payroll processed which provided a valuable tool for cross-training team members.
- Coordinated duties with team members to meet processing deadlines which resulted in timely pay for employees.

National Processing Center, Houston, Texas

2001 – 2005

Payroll Coordinator

Processed payroll for exempt and non-exempt personnel using ADP software. Paid bonuses, commissions and processed any manual checks necessary. Performed new hire orientation.

- Interacted with employees and answered questions which resulted in a customer friendly environment.
- Directed employee relation activities which promoted overall employee morale.

IKON Office Solutions, Houston, Texas

2000 – 2001

Sr. Payroll Associate

Processed payroll for exempt and non-exempt personnel. Transmitted and received payroll files using ADP software. Processed payroll reports.

- Compiled special reports as needed which enabled verifications of accurate data.
- Coordinated duties with team members to meet processing deadlines which resulted in timely pay for employees.

EDUCATION / CERTIFICATION

Certified Payroll Professional (CPP)

Accounting, Houston Community College, Houston, TX

PROFESSIONAL AFFILIATIONS

HR Houston

SHRM

American Payroll Association (APA), National Member

APA Houston Chapter and The Woodlands Chapter, Local Member