

# Trevor Garcia, FPC

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## PAYROLL PROFESSIONAL

After extensive training I have received the Fundamental Payroll Certification and am transitioning into the payroll industry.

## PROFESSIONAL EXPERIENCE

### Candlewood Suites-IHG

Houston-Westchase, 2013-Present

#### *General Manager*

- ❖ Perform hotel bi-weekly payroll with ADP/Timesaver
- ❖ On-site Human Resources and process requests
- ❖ Manage and maintain all payroll and HR files following corporate-provided standards
- ❖ Review General Ledger for errors and re-class expenses as necessary
- ❖ Control and manage all budget and forecasting as well as manage the profits and losses monthly
- ❖ Leading a hotel team with focus on the guests' satisfaction and experience
- ❖ Encourage and elevate the sales team to bring in new business
- ❖ Recruit, hire, and train new employees
- ❖ Identify avenues of improvement for each team member and present tools to grow and improve their skills
- ❖ Manage daily bank deposits and account records
- ❖ Process direct bill from initial setup, invoicing to payments

### Staybridge Suites-IHG

Houston-Willowbrook, 2008-2013

#### *Hotel Manager/ Operations Manager*

- ❖ Processed payroll using ADP
- ❖ Managed profit/losses on monthly basis
- ❖ Controlled and managed all budget/forecasting
- ❖ Processed invoices through PeopleSoft
- ❖ Maintained team schedule
- ❖ Managed daily bank deposits and account records
- ❖ Managed past due invoices with accounts

## TRAINING

Fundamentals of Payroll Online Course  
Payroll 101: Foundations of Payroll  
Certificate Program  
Preventing Workplace Harassment

RMEC  
IHG Way of Sale  
Guest Services Manager Certification  
Protecting Client Information Compliance

## TECHNOLOGY SKILLS

ADP TimeSaver  
PeopleSoft  
Taleo

Microsoft Office Suite-focus on Excel  
Workday/My HR  
EFPM Budgeting and Forecasting Program

Revenue Business Intelligence  
Perform with Price Optimization