

WORK EXPERIENCE

PAYROLL & HR ADMINISTRATOR04/2017 - PRESENT

Los Angeles, CA

- Act as subject matter expert and be the point of contact for HR and Finance departments to resolve complex matters, as well as any questions related to payroll, accounting, budgeting and recharge of employee related costs of foreign assignees employed by or hosted in Affiliates in Switzerland
- Collaborate with the HR and Finance Shared Service Centers (SSC) in all areas of payroll, time, accounting, intercompany recharges as well as fringe and post-employment benefits for Switzerland
- Support the Payroll and HRC Manager in all aspects of payroll and tax to ensure compliance with local legislations
- Liaise with Northgate Arinso (our payroll service provider) on payroll activities and with the tax authorities on the tax related activities
- Create new hire files and input new hires in payroll and operations systems; ensure accuracy of data entries
- File department records; maintain and update employee files
- Complete questionnaires from the State related to verifications of employment, compensation, etc

OUTSIDE PAYROLL / HR SALES AGENT07/2013 - 11/2016

Boston, MA

- Clear and efficient with communication both written and oral
- Efficient at data processing
- Good grasp of basic figures, calculation and excel
- Able to analyse and grasp small details quickly
- Responsible for accurate timely, quality inputs of the payroll data in MS-EXCEL to finance department for the successful delivery of Monthly Payroll
- Facilitate Payroll process inclusive of the Time and Attendance administration which includes processing attendance data manually in excel
- Responsible for Internal and External quarterly and yearly Audits and ensuring seamless closure of the same

PAYROLL / HR ASSISTANT03/2009 - 04/2013

Boston, MA

- Assists with administration and communication of company benefit plans for yard personnel
- Maintain I-9 forms. Responsible for completing appropriate employer sections of the I-9 forms. Verifies that employees are eligible for employment. Responsible for following up on work authorizations that expire
- Responsible for timely and accurate maintenance of employee’s data records within timekeeping and HR/Payroll systems (HRIS)
- Responsible for ensuring adherence to the various components of the Company’s internal accounting controls and policies, including but not limited to; new hires, benefits, and employee compensation
- Excellent customer service standards
- Self-driven with a “can do” attitude
- Open to change and is happy to work in a flexible environment

EDUCATION

PALM BEACH ATLANTIC UNIVERSITY2004 - 2009

Bachelor's Degree in Finance

PROFESSIONAL SKILLS

- Excellent communication skills both written and oral and organizational skills are required
- Proven time management and organizational skills with strong attention to detail
- Proficient in Excel & Word, excellent computer skills, strong mathematical abilities
- Excellent problem solving skills and logical thinker
- Excellent Microsoft office skills (Excel, word and outlook)
- Strong interpersonal skills; superb internal client focus
- Strong writtenand verbal communication skills