

Irene Timashpolskiy

AREAS OF EXPERTISE

Recruiting
Benefits
Texas Labor Laws
Employee contract preparation
Payroll
Training
Verbal & Written Communication
Budgeting
Leadership
Accounts Payable/Receivable
Interpersonal Skills
Problem Solving
Time Management

EDUCATION

University of Houston
Bachelor of Human Resources
Development
(Expected graduation: 2017)

Northern Kentucky University
30 hours completed

Lone Star College
24 hours completed

TECHNICAL EXPERTISE

Quickbooks
Oracle
JD Edwards
Concur
ADP
Microsoft Word
Microsoft Excel
Microsoft Access
Microsoft Outlook

LANGUAGE SKILLS

English (fluent)
Russian (fluent)
Spanish (can comprehend)

PERSONAL SUMMARY

Dedicated administrative professional with expertise in many industries with valuable experience in all aspects of human resources, accounting, and administrative duties. Devoted to fostering relationships within the organization as well as with clientele while implementing systems and processes deemed beneficial to the organization. Effective in fast-paced environments with exceptional communication and interpersonal skills. Thorough, resourceful and flexible, seeking a position with a forward moving organization where growth is available.

WORK EXPERIENCE

HR Coordinator & Administrative Assistant

Posey International Inc. – Spring, TX

April 2016- June 2016

- Planned, organized and controlled all activities of the HR department. Participated in developing department goals, objectives and systems.
- Head decision maker in establishing health benefits for the entire company. This included compiling an employee census, researching vendors, quote negotiation and implementation.
- In charge of the entire recruiting process from placing advertisements, recruiting, processing paper work and background checks, onboarding and training.
- Wrote legal employment contracts for employees, independent contractors and temporary consultants.
- Revised and rewrote the employee handbook according to Texas Labor Laws, FMLA and company policies.
- Approved and reconciled paid time off (PTO) for all employees, assisted and approved the payroll process in ADP.
- Performed administrative tasks such as maintaining and updating confidential employee files, backing up reception, ordering office supplies, and assisting with company budget and entering receipts in Quickbooks.
- Processed journal entries for payroll in Quickbooks.

Administrative & Accounting Assistant (Temp)

Hines Interests LP – Cincinnati, OH

June 2015 – December 2015

- Used Oracle-JD Edwards system to enter cash receipts, invoices, expense reports and bill backs to a high degree of accuracy.
- Very high paced, high level of data entry with strict deadlines for the check runs or month/year close.
- Kept track and reconciled AP and AR and full cycle accounting.
- Provided exceptional customer service to tenants and contractors.
- Carried out many administrative tasks such as filing, mailing, reception back-up, scanning documents, and general upkeep of the office.
- Responsible for coordinating events and meetings in the office and at tenant locations.

WCN Specialist (General Accounting)

American Bureau of Shipping – Houston, TX

February 2014-December 2014

- Responsible for the addition, deletion and amendment of confidential client accounts on the Worldwide Client Number system, also creating/amending vendor accounts
- High level of data entry with confidential information.
- Review all requests for errors or omissions and ensuring the validity of all clients and vendors.
- Mainly used Microsoft Office Word, Excel and Publisher and Oracle system.
- Reconciled expense report system values against accounts payable records to ensure they balanced.
- Placed in charge of customer service for Concur and held orientations for new users.