**AMANDA RICHWALSKI, MBA**

158 Lotus Dr, Apt. 1 | Carmel, IN 46032 | (312) 285-7893 | [Amanda.Richwalski@gmail.com](mailto:Amanda.Richwalski@gmail.com)



**EMPLOYMENT**

**HR and Office Manager** | Kivvit – Public Relations | 2015 – 2016

* Served as Human Resource Associate for all staff including Chicago, IL, Miami, FL, New York, NY, and Asbury Park, NJ.
* Contributed to new hire recruitment and pre-screening through recruiting software Jazz, media postings, and conduct pre-screening interviews.
* Executed new hire on-boarding: new hire contracts, IT set-up, new hire benefits and company procedures training.
* Administered employee HR records upkeep through HRIS Zenefits.
* Maintained and updated the company benefit plan, and assist with open enrollment meetings and trainings, and recordkeeping.
* Processed semi-monthly payroll utilizing Intuit Payroll.
* Managed office productivity by processing orders for office supplies, meals, and technology equipment for all offices.
* Regulated corporate cell phone account by adding new lines of service, as well as process cellular changes.
* Implemented technology initiatives and manage outsourced IT department.
* Maintained the company website and intranet, as well as create updates.

**Administrative Accounting Coordinator** | DMC, Inc., - Technology and Automation | 2013 – 2015

* Managed client account portfolios for Chicago, IL, Boston, MA, and Denver, CO.
* Accounts receivables management included creating time and expense invoices for customers through QuickBooks, as well as contacting customers with past due balances.
* Processed customer, check and ACH, payments through QuickBooks.
* Reviewed employee weekly timesheets, and sent to Project Managers for approval.
* Processed customer and internal PO's through QuickBooks and SharePoint.
* Administered employee expense reports, reconciled American Express statements, as well as general bookkeeping.
* Generated, printed, and distributed ad hoc financial reports for the Project Management team.

**Office Manager** | Telezygology (TZ) Inc. / Product Development Technologies (PDT) Inc., - Technology Security | 2010 – 2012

* Managed the Chicago headquarter office for TZ Inc. and supported administrative operations for sister company PDT Inc.
* Served as Human Resource Associate for all staff including San Francisco, Canada, Europe, and Australia.
* Contributed to new hire recruitment and pre-screening, conducted new hire orientation for staff, benefit administration and reconciliation, as well as maintained employee records including COBRA and EEO-1.
* Processed semi-monthly payroll utilizing ADP, personal reimbursement expense reports, and general bookkeeping.
* Scheduled conference calls, planned corporate events, and made all travel arrangements for staff.
* Conducted research for CFO to identify top vendor products for implementation of a new corporate expense reporting system; trained employees on new system.
* Oversaw the transfer of database and implementation of new ADP system for payroll.

**Human Resources Assistant** | A & R Security Services – Security Service Provider | 2008 – 2010

* Administered recruitment events, media postings, and conducted pre-screening interviews.
* Managed Human Resource communications for over 1,000 employees among a high-turnover industry.
* Conducted quarterly benefit and certification analysis of employee records (COBRA, FMLA, EEO-1).
* Prepared HR documents including employment and background verification, vacation logs, and updates to employment laws.

**CERTIFICATION**

Candidate for Professional Human Resources Certificate (PHR), HR Certification Institute – July 2016

**EDUCATION**

Master of Business Administration | Benedictine University, Lisle, IL | 2014

Bachelor of Science in Human Resource Management | Purdue University, Hammond, IN | 2008

**ORGANIZATIONS**

Society Human Resource Management

National Society for Hispanic Professionals

National Association of Professional Women

**TECHNICAL SKILLS:** Mac, PC, MS Office, Jazz ATS, Zenefits HRIS, Intuit Payroll, ADP Workforce Now and ADP Resource Payroll Systems, ERP Microsoft Database Management, QuickBooks, SharePoint, and Concur and Expensify Expense Reporting.