

# Hind Jemmouj

48-08 Skillman Avenue, Apt. 2 F., Sunnyside, NY 11104

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## SKILLS:

- Highly PC literate: Microsoft Word, Excel, PowerPoint, Internet research, Peachtree, and QuickBooks
- Excellent communication skills; trilingual: Arabic, French, and English - read/ write/Conversation

## EXPERIENCE:

LaGuardia Community College,

Long Island City

### **Intern in Payroll Department**

2014-Present

- Performed data entry, configuring data spreadsheets and data analysis using Excel
- Compared memorandums and correspondence
- Maintained employee confidence and protects payroll operations by keeping information confidential
- Fill out the employee form for direct deposit, stub, new hires
- Updated payroll information by collecting, calculating, and entering data.
- Provided payroll information by answering questions and requests.

Scot residence,

New York, NY

### **Research/Personal Assistant**

2011-2013

- Supervised the household staff's day-to-day activities and liaising with contractors
- Translated email correspondence, written documents, and telecommunication
- Opened, sorted, and distributed incoming correspondence, including faxes and emails
- Filed and retrieved personal documents, records, and reports
- Answered phone calls to appropriate parties or took messages
- Planned activities and events on a weekly basis
- Scheduled travel arrangements

Greystone LLC,

New York,

NY

### **Marketing Assistant**

2008-2011

- Updated media plan, budget and invoices.
- Located and attached appropriate files to incoming correspondence requiring replies.
- Reconciled expense and general administrative duties
- Prepared weekly and monthly report on product performance, inventory, and financial statement
- Composed, typed, and distributed meeting notes, routine correspondence, and reports.

Bank Popular,

Rabat, Morocco

### **Human Resources Manager**

2004-2007

- Managed health insurance program for All Staff (Medical/Dental/Vision)
- Responsible for Payroll
- Administered leaves of absence, Assisted with orientation and training efforts
- Handled various departmental responsibilities and managed employment paperwork process
- Responsible for all HR functions, including strategic, planning, organizational development, staffing, training ,benefits administration, employee relations, management development and performances management

## EDUCATION:

LaGuardia Community College, NY

01/2012-Present

### **Business Administration Associate's Degree**

Honors And Awards: **Certificate of Honor for Dean's List, Member of Phi Theta Kappa International Honor Society (PTK)**

Med I College, Morocco

2004

### **Bachelor Degree: Economics**

