MARIA-PAULA RAMOS

(305) 590-7145

- Microsoft Excel
- CPR Certified
- Database Administration
 Financial Analysis
- OSHA

- Communication
- Public Speaking
- Spanish (Native)

EDUCATION

Florida International University

Masters Degree Human Resource Management AUG 2017 - AUG 2018

Florida International University

Bachelors Degree Psychology

AUG 2013 - AUG 2015

RELEVANT EXPERIENCE

Children's Resources - Miami, FL - AUG 2016 - PRESENT

Human Resource/Teacher Assistant

Oversee and teach a classroom of 10 severely autistic 3rd graders.

Assigned teachers to classrooms and set up trainings for the upcoming year.

Interviewed potential students for each academic year.

Create individualized curriculum plans for the children who needs development in different areas.

Affiliated Healthcare - Miami, FL - AUG 2014 - AUG 2016

Chiropractic Assistant / HR Specialist

Trained and interviewed new employees.

Managed Oasis payroll system for a team of 60+ employees.

Worked closely with Chiropractors and Physical Therapists to ensure patient flow.

Served as a translator for CEO and constantly communicated with lawyers.

Florida International University - Miami, FL - FEB 2013 - AUG 2014

Welcome Center Assistant

Quickly resolved any issues or questions students had.

Provided direction and referrals to students who were looking for a specific department.

Worked commencement ceremonies to ensure successful events.

Train new employees in use of systems and building procedures.

American Care Inc. - Miami, FL - JUNE 2010 - FEB 2013

Payroll Administrator

Assisted in preparing new employees for their roles.

Created employee profiles to manage their benefits and payroll.

Prepared documents for end of year tax purposes.

Prepared company profile documents for potential investors