# VINCENZO DIRIENZO

## 62-60 99th St., Apt 1521, Rego Park, NY, 11374

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**EXPERIENCE:**

**Dec 2014- United Nations, Department of Field Services, New York, NY, USA**

**SAP Human Resources Business Associate:** Develop, advise and harmonize guidelines of staffing structures for UN field missions within occupational groups. Develop and write generic job profiles. Classify international and national posts.

**Jul 2004 – Jul 2014 United Nations Development Program, Copenhagen, Denmark.**

**Human Resources/Payroll:** Oversight and leading role for planning, design, implementation, execution and delivery of People Soft ERP implementation Project. Main project focus was Global Payroll, Absence Management, Human Resources and Benefits Administration for up to 20,000 staff. Provide People Soft ERP functional and technical advisory support to end users. Created Scripts and Templates for User Acceptance Testing. Developed HR and Payroll reporting.

**Country Office Salary Survey;** responsible for planning, analysis and all phases of conducting and implementing a new benefits and compensation scale.

**Acting Payroll Manager/ Operations Specialist:** Supervision of staff, monitoring of work flow and assistance to client needs. Detail expenditure reporting to HQ.

**Workshop and training facilitator:** Successful planning, implementation and execution for People Soft ERP training and UNDP policy workshops to country offices. Workshops conducted in Spanish and English.

**People Soft HCM Banking focal point:** Ensure proper banking input in line with international banking standards. Bank reconciliation for payroll source accounts.

**Learning Manager:** Assist unit and staff for learning needs and budgeting.

**Detail Missions:** As requested by HQ and client offices.

**Mar 1995- Jun 2004 United Nations Development Program/IAPSO. Copenhagen, Denmark.**

**Human Resources/ Operations:** Responsible for salaries, benefits and entitlements for all contract modalities.

**Common Services Coordinator/Office-Operations Manager**. Coordinated all UN House common services amongst the respective agencies including human resources, payroll, administration and security. Responsible for the agency reporting and reconciliations. Created and designed payroll systems.

**Country Office Salary Survey:** responsible for planning, analysis and all phases of conducting and implementing a new benefits and compensation scale.

**Travel Coordinator:** Negotiated contracts with vendors and advised staff on UNDP travel entitlements and allowances.

**Acting finance manager:**Supervised staff, payroll, vendor payments, project budget maintenance report and reporting, Supervision of eight staff.

**Learning Manager**: Assisted staff and identified learning needs and budgeting.

**Detail Missions :** As requested by HQ and client offices.

**Feb 1992-Sep 1996 DANSK BASEBALL SOFTBALL FORBUND. Gentofte, Denmark.**

**National team coach/ Consultant:** Leadership, coaching and teaching for men, women and youth national teams. Responsible for HR, Payroll and Operations with supervision of 20 staff.

**Sep 1992 –Dec 1994 BERLITZ LANGUAGE SCHOOL.Lyngby, Denmark.**

**English Teacher:** Private/ group instructor for business market. Marketed services to private sector. Drafted correspondences for students.

**Feb 1989- Jan 1992 E.I. DUPONT DE NEMOURS & CO. INC. Wilmington, Delaware, USA.**

**Account Manager:** Administer and support client accounts

**Jun 1984 – Jan 1985 Cost Accountant:** Reconciled accounts, budgeting and forecasting.

**Jun 1987 –Feb 1989 GEORGIA PACIFIC CORP. New Castle, Delaware, USA.**

**Client manager:** Client relations to new and existing customers. Responsible for inventory, budgeting and product pricing. Supervision of sales team.

**Jun 1983 –Jun 1987 KLONDIKE KATES RESTAURANT GROUP. Newark, Delaware, USA.**

**General Manager:** Overall operational responsibility for five businesses including supervision of payroll and human resources. Responsible for budgeting and tax reporting. Direct supervision and planning for 300 staff.

**OWNERSHIP**

**Feb 1985 –May 1992 PROSPECTS TAVERN. Wilmington, Delaware, USA.**

**Owner/ Consultant:** Started business from ground up. Property management. Responsible for start up and daily operations including HR and supervision for 50 staff. Tax reporting and accounting sales budgeting.

**EDUCATION:**

**1990 Wilmington University, New Castle, DE, USA.**

**Masters Business Administration: Finance, Management**

**1983 Western Maryland College. Westminster, Maryland, USA.**

**Bachelor of Arts: Economics & Business Administration**

Received numerous school/ fraternity offices, awards and scholarships. Participated in varsity sports and other non-academic activities.

**1979**  **Tower Hill High School. Wilmington, DE. USA.**

**OTHER:**

**2010 UNDP Human Resources Certification (Cornell University)**

**2005 UNDP Virtual Development Academy**

**2005 People Soft query manager certified**

**2000 Windows 2000: International Computer Drivers License**

**\*LANGUAGES\*** English, Danish, Spanish fluent. Italian, Norwegian working.