

# VANESSA MEDINA

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## OBJECTIVE

- ❖ Seeking a position in Human Resources Management where my professional experience and education will allow me to make an immediate contribution to benefit the company in achieving and maintaining a successful work environment.

## SKILLS PROFILE

- ❖ Experienced manager with experience in payroll, human resources and project management
- ❖ Extensive background in accounting
- ❖ Superb written and oral communication skills
- ❖ Knowledge of federal and state employment law (FMLA, ADA, FLSA, WC)
- ❖ Proficient in Microsoft Office, QuickBooks, AS400, KRONOS, ADP, Compeo, Onyx, Oracle, PeopleSoft

## EMPLOYMENT HISTORY

### Payroll Specialist, School District 27J

11/12/2012 — Current

Brighton, CO

- ❖ Manages and maintains the computerized payroll systems within the AS400, Kronos and SubFinder systems to ensure that the district is in compliance with existing laws, regulations, district policies, and master agreements.
- ❖ Maintain awareness of changes in federal and state laws (i.e. IRS, FLSA, PERA, and Unemployment) and adjusted payroll functions as necessary.
- ❖ Develops, organizes and analyzes queries, spreadsheets, and database reports for efficient payroll operation.
- ❖ Audited, inputted and verified all financial documentation in regards to payroll, benefits and other personnel files.
- ❖ Responsible for analyzing payroll, benefits and tax procedures and reconciling all documents for consistency

### Operations Manager, DirectNet Inc.

8/16/2007 — 10/31/2012

Broomfield, CO

- ❖ Assisted in both hiring and managing a sales support team by conducting interviews, preparing and leading meetings, preparing monthly reports and serving as a "go-to" person for any work related issues within the team.
- ❖ Accountable for all aspects of management to include leading, planning, coordinating, and implementation of the operation's support and administrative teams.
- ❖ Accountable for driving process improvement efforts including defining and implementing best practices within the department, organization, and across business lines with a focus in decreasing manual work, increasing automation, enhancing and improving customers experience.
- ❖ Responsible for overseeing the securing and management of resources for projects, while effectively ensuring the achievement of project completion to time, cost and specification.
- ❖ Effectively managed all payroll functions, new hire orientations as well as developed training and development programs for the entire company.

## EDUCATION

- ❖ B.A. Psychology, University of Colorado
- ❖ M.S. Human Resources Management, Capella University (Currently Enrolled)
- ❖ PHR Certification will be obtained in Summer 2015

## LANGUAGES

- ❖ Fluency in both English and Spanish