

Julynette Fonseca Vázquez

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Objective

In search for a position where I can offer my experience, leadership, communication skills and the highest competent work level, where my abilities help to reach the general and specific purposes and goals of the organization, In order to achieve the expected success and unroll my personal and professional skills.

Work Experience

Pay 1 Bill Film Services, Inc. **EPPR Services, LLC**

February 2007

Present

Payroll Manager, Payroll Master, Payroll Clerk, Assist to President

- Monitor campus input payroll; ensure that accurate data is received in accordance with prescribed timesheets.
- Process system-wide payroll and make all associated entries and adjustments.
- Develop schedules for processing payrolls, including calendar and calculation control files.
- Keep informed of governmental, contractual and union changes that impact the payroll operation and participates in the planning and implementation of programs to effect these changes.
- Perform routine and non-routine data retrieval, research, analysis and summaries for payroll records.
- Perform weekly review of progress on billings against invoicing calendar and collections to ensure progress is on track and issues are resolved.
- Generate current earnings reports and account reconciliations.
- Generate review and authorize credit note requests.
- Manage weekly invoices and interface data files.
- Assist executive level with supervising, interviews and recruitment of all accounting clerk personnel.

**First Financial Group,
Pension Plan Administrators Inc.**

Administrative Assistant to President, CEO

- Relieve Chief Executive Officer of administrative functions in order to increase the time CEO has available for executive level responsibilities.
- Handle a wide variety of complex and confidential situations and resolves conflicts involving the clerical and administrative functions of the office.
- Prepare routine correspondence including letters, memoranda, and reports. Calls on one or more lower level secretaries for assistance on a per project basis.
- Ensure customer needs are met, complaints are resolved, and service is quick and efficient.
- Develop new business prospects.
- Interacts with existing customers to increase sales of the company products and services.
- In charge of all accounts payable.
- In charge of employees weekly payroll.

Receptionist

- Receive, direct and relay telephone, e-mail and fax messages.
- Prepare, receive and deliver the mail.
- Open and date stamp all general correspondence.
- Maintain the general filing system.
- Maintain an adequate inventory of office supplies.
- Coordinate the repair and maintenance of office equipment.
- Assist in the planning and preparation of meetings, conferences and telephone conference calls.
- Respond to customers inquiries.
- Word processing and clerical support

Champs Sports,

August 2004
September 2002

Team Leader

- Coordinated and support the training plan for employees.
- Responsible of provide a high-level of maintenance and quality work environment for group.
- Successfully increase the sales of the company.
- Performed and submitted employee performance appraisals.
- Interacts with customers to increase sales of the company products and services.

Education

- **Banking Operations, Technical Course**
*Metropolitan University of Puerto Rico,
Cupey Campus*
- **Elementary English Education**
University of Puerto Rico, Ponce Campus

Professional

Profile

- Excellent experience in customer service and administrative functions.
- Proven sales and organizational skills.
- Highly organized and dedicate, with positive attitude.
- Excellent writing, oral and interpersonal communication skills.
- Thrive on working in a challenging environment.
- Strong focus on customer satisfaction.
- Demonstrated ability in problem solving.
- Ability to meet deadlines.
- Manage Microsoft Office applications, Excel, Word, Outlook, Peachtree, Access
- Manage Asana and Base Camp team task monitoring.

References

- Available upon request.