

Ámbar Rosario Alemán

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SUMMARY OF QUALIFICATIONS

A well trained individual in teaching, customer service, office clerical duties. Ability to asses organizational needs and implement procedures as required. Proven ability to work independently and handle simultaneous projects and meets multiple deadlines. Create and maintain superior relations with clientele, co-workers and management team.

JOB TARGET

Obtain a challenging growth oriented position within a well-established ethical company; where I can apply my knowledge, skills and hard worker individuals are required.

EDUCATION

1999-2004

UNIVERSITY OF PUERTO RICO, MAYAGUEZ CAMPUS
BS in Business Administration- Major; Industrial Management

WORK HISTORY

2012-2015

Payroll Official- Caribbean Temporary Services, Barceloneta, PR

- Receive and process the time card or works hours of employee assigned at different clients. Maintained the specifications payment to according with the client contract.
- Process the check and direct deposit for all temporary employees. Include: Work hours, sick, vacations, maternity, jury and others benefit.
- Generate a variety of reports for our internal and external clients. Example: Head Count for employee, hour work report, MLP Report, OVT Report and many other reports.
- Assist employee with payment issues, among other responsibilities.

2010-2012

Receptionist – Caribbean Temporary Service- Barceloneta, PR

- Guide newly hired candidates and employees of required documentation.
- Plan and organize interviews for the Human Resources department, maintain a record of all visitors for future reports that where generated.
- Clerical Duties such as; Christmas bonus, w-2 form, check or direct deposit and others.
- Support accounting department with payroll, vacation, sick, direct deposit and other. As well as provide and correct test.

