

**Wilma
Castellanos
Villegas**

RR-8 Box 2012
Bayamón, PR 00956-9614
787-448-3302
wcastellanospr@gmail.com

Objective

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

Employment History

Data Entry

November 2014 – November 2014 **Departamento de Salud**

- Data entry Mass Vaccination information.

Manager

July 2011 – September 2014 **Lemon Grass Pan Asia Latino at Caribe Hilton**

- Floor Management, Kitchen Management, Customer Service, Closing Procedures, Human Resources.
- Purchases, Inventory, Accounts payable and payroll.
- Work with Micro System.

Certifications:

- Certified Bartender
- Basic & Intermediate Wine Tasting
- Safe Serve Certification

Contact: Vanessa Rodríguez – Administrator – 787-466-9043

Merchandiser

April 2008 – July 2011 **Retail Group (Contrato Independiente)**

- POP Installation, Dangler, Stopper, Spinner, Ceiling, Magnet
- Banner, Shelf Strip, Shelftalker, Wobbler, Blade Violator
- Insert, Flags, Facer, Mats, Brochure, Coupon

Contact: José Rodríguez – Project Supervisor – 787-622-9210

Payroll Accountant

August 1990 – April 2008 **Empresas Master, Toa Baja**

- Payroll with 510 employees.
- Worked with Kronos Timekeeper – Workforce
- Interface with HR Sense.
- Prepared Taxes and payments for 940 FUTA, TAX 941 FICA, SINOT, DISABILITY, CHAUFFER, INCOME TAX.
- Direct deposit for employee with Vector ACH program.
- 401K reports and payment.
- Report to Accounting department, Financial Statement and Journal Entries.
- Word, Excel, Power Point, Microsoft Outlook, Windows XP & Windows Vista, Windows 7.

Contact: Mayda Santana / Comptroller / 787-740-5252

Data Entry Clerk

February 1990 to July 1991 **United State Postal Service, Hato Rey**

- Data entry in the Express Mail Department.

Contact: Oscar Rivera / Supervisor / 787-275-8777

Data Entry Clerk

January 1989 to February 1990 **Holsum Baker of P. R., Toa Baja**

- Data entry in the Accounting Department.

Contact: Margarita Nieves / Supervisor / 787-798-8282

Education

Graduate May 2005 Interamerican University, Bayamón

- Bachelor Degree on Business Administration
- Major Accounting
- Major Auditing
- Master of Business Administration with a concentration in Human Resources Management (MBA) – (in process).

References are available on request.