

Teresa Jaramillo

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To obtain a position in the Administrative/HR, Hospitality/Night Audit, CS (remote) Audit/Payroll & Accounting field

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Willing to relocate to: Albuquerque, NM

Authorized to work in the US for any employer

Work Experience

Remote Enrollment Benefits Counselor

Eastridge Workforce Solutions-Albuquerque, NM

October 2022 to June 2024

- Remote benefits enrollment Counselor, work from home, inbound/outbound calls, Enrolls qualified clients in healthcare, dental, life insurance, follow up on status of enroll applications,
- Troubleshooting clients accounts, customer service, working in a fast pace setting, able to meet deadlines with a professional manner

Human Resources Generalist

Crossroads for Women-Albuquerque, NM

August 2020 to July 2022

- HR functions, responsibilities for the day to day HR functions which include policies and procedures and programs related to employment, compensation, benefits, performance, interviewing, employee relations, background checks, drug screening
- Payroll ADP, timekeeping

Night Auditor-Human Resource Asst

Marriot Pyramid/Super 8-Albuquerque, NM

January 2017 to December 2020

- Guest check-ins/out, keys, Night Audit, Shuttle service to airport
- Understands principles of auditing, balancing and closing, process cash/credit card transactions, Customer Service, Confidentially maintain employee personnel data/STD/LTD Benefits Enrollment./Night Audit, cancellation reports front desk/housekeeping
- Payroll ADP processing, record keeping
- Process new hires/terminations, Orientation, Training
- Employee Relations, Recruiting, Random drug testing
- Schedule Seminars, Job Fairs
- All other duties assigned

Tax Preparer (Seasonal)

Self

January 2012 to May 2020

Seasonal Tax Preparer- Individual, self employed, 1040,1041,1099, W2, preparations, Business Registered

Payroll Customer Service Representative

Payday Inc-Albuquerque, NM

January 2014 to December 2016

Responsible for processing biweekly/weekly/monthly payrolls, validate hours, audit time, setting up and validating employee deductions, set up employee/employer direct deposits, GL entries

- Research solutions, set up new bank accounts for clients, key payroll of hours/dollar amounts and/or changes in pay, status, or benefits, trains remote clients, provides ongoing customer service and issue resolution for new and transitioning clients including onsite training
- Assists the tax department with reconciling client taxes/wages/financial reporting in accordance with tax laws

Human Resource/Payroll

Cornell Companies-Albuquerque, NM

January 2009 to December 2014

- Managed new hires/terms, orientation, benefits enrollment, garnishments STD/LTD/LOA,
- Maintained Confidential personnel records/recruit new hires, background checks, drug testing, employment verification, orientation
- Process all ADP Payroll, timekeeping, kronos, unemployment compliance, cash handling

Accounts Payables/Receivables, Collections

Honeywell Avionics-Albuquerque, NM

January 2003 to December 2008

2003 - 2008

- Responsibilities: AP, AR, bank reconciliations, financial preparation, invoicing, posting/balancing to the general ledger, data input, 10 key by touch, troubleshooting discrepancies, data entry, collections/account resolution
- Maintained bank reconciliations accounts, balancing, data input, financial prep., balanced daily customers transactions
- Team leader 3/ten key by touch, all other accounting/administrative duties assigned, customer service, general ledger, data input

Bank Reconciliations Analyst/Payroll

Kinko's Service Corporation-Ventura, CA

January 1991 to December 2002

- Maintained a large division of bank reconciliations accounts, balancing to the bank statement/ general ledger, data input, financial prep., reconcile any discrepancies, balanced daily customers transactions
- Payroll processing, update employee data, generating monthly reports
- Balancing daily cash, credit card transactions
- Team lead of 15 outstanding co workers, all other accounting/administrative duties assigned, customer service

AP-Data Entry

Education

High School Equivalency

January 1982 to December 1982

Skills

- Bank Reconciliation
- Accounts Payable
- General Ledger Accounting
- Tax Experience
- Payroll
- Journal Entries
- General Ledger Reconciliation
- Account Reconciliation
- Accounting
- QuickBooks
- Balance Sheet Reconciliation
- Human Resources

Certifications and Licenses

Certified Payroll Professional

Enrolled Agent

CPA

Fundamental Payroll Certification

Driver's License

Senior Professional in Human Resources