

VIRGINIA VIGIL

OBJECTIVE

Detailed oriented Human Resource professional seeking full time employment in a professional office environment utilizing 12 years of Human Resource knowledge and expertise which includes but is not limited to payroll, benefits administration, recruiting, Visa and Green Card processing. Proficient use of various office systems to implement efficient and quality results.

SUMMARY OF QUALIFICATIONS

Areas of expertise in US and Canadian payroll data administration using ADP Workforce and Pay at Work. Benefits administrator including FMLA, STD, LTD, Life, Medical, Dental, and Vision, COBRA, FSA, and 401k plans for US, Canada and South America. Recruiting in the US and South America with practical and reasonable understanding of customer business needs. Responsible for employee training in various office systems such as HRIS, ESS Vacation module, Oracle for performance management, travel and expenses. Risk Management processes, contractor auditing, interviewing, on-boarding of all new hires, terminations and redundancies. Knowledge and experience with H1B, B1/B2 Visas and Green card processes working with Immigration attorney on all documentation. I am computer proficient in Microsoft products with extensive knowledge and use of Excel spreadsheets, Word and Outlook. Extremely organized, strong verbal and written documentation.

EMPLOYMENT

February 2006 through March 2012
Subex Incorporated, Broomfield, Colorado
Human Resource Associate Manager

- Originally hired as a contractor with Azure Solutions which was bought out by Subex Limited an India based company whose expertise is developing and implementing telecommunications software for the telecommunications industry worldwide. After seven (7) months I was hired as a FTE to manage employees in the US and South America

regions working in conjunction with the Associate VP in the Toronto, Canada office. As a one office HR Associate Manager my duties included all aspects of payroll, benefits, performance management and compensation. Worked with overseas head office to obtain L1B, H1B Visas, and Green Card documentation in conjunction with an Immigration attorney to facilitate all necessary credentials to implement the legal process.

January 2000 through January 2006
CAD Potential, Westminster, Colorado
Bought by Tata Technologies, Denver, Colorado
Human Resource Assistant

- Assisted with payroll and compensation for all US employees, including benefit and performance reviews. Helped to implement safety programs, analyzed and modified compensation and benefit policies to establish competitive programs and ensure compliance with legal requirements concerning H1B and Green card processes. Conducted new employee orientation to foster positive attitude toward organizational objectives. Managed all travel for upper Management. Worked closely with Finance to assist in invoicing clients using Solomon software, assisting with collections, AP/AR.

August 1998 through August 1999
Teletech, Denver, Colorado
CLEC Coordinator – GTE Project

- Responsible for provisioning small business telephony and residential accounts from various telecommunication service providers transitioning over to GTE platform business model.

May 1980 through August 1998
Burns, Wall, Smith and Mueller, P.C., Attorneys at Law
Receptionist/Secretary

- Started out as the Administrative Clerk and was promoted to the Receptionist position providing some secretarial assistance on a daily basis consistently supporting the legal staff for eighteen years.

EDUCATION

Adams City Senior High School, Diploma 1977

REFERENCES

Available upon request.