

STEPHANIE ROMERO

505-379-0887

Objective To obtain a position with a secure company that will also benefit from my strong work ethic, experience and abilities.

EMPLOYMENT

| | | |
|----------------------|----------------------------------------------------------------------------------------|-------------------------------|
| <i>current</i> | Coldwell Banker Legacy 500 Unser Blvd. SE, Ste. 101 Rio Rancho, NM | Holly Galvan 505-892-1000 |
| <i>05/03 – 10/07</i> | District Attorney's Office 5100 Second St. NW Albuquerque, NM 87107 | Louise Sauer 505-841-7684 |
| <i>02/00 – 05/03</i> | Juvenile Probation/Parole Office 5100 Second St. NW Albuquerque, NM 87107 | Leslie Chavez 505-841-7300 |
| <i>03/97 – 11/99</i> | McMurtry Auto Plaza 2601 W. Second St. Roswell, NM 88201 | Andrea Lucero 575-626-9090 |
| <i>04/93 – 03/97</i> | Juvenile Probation/Parole Office 5100 Second St. NW Albuquerque, NM 87107 | Leslie Chavez 505-841-7300 |

EDUCATION

| | |
|----------------------|-------------------------------------------------|
| <i>01/00 – 08/00</i> | University of Phoenix Albuquerque, NM |
| <i>08/02 – 05/05</i> | CNM Albuquerque, NM |

REFERENCES

| | | |
|-----------------------|-------------------------------------|--------------|
| Marci Harris | 5100 Second St. NW, Albuquerque, NM | 505-383-0122 |
| Andrew Gomez | 200 San Mateo NE | 505-681-1995 |
| Kathy Sullivan | Rio Rancho, NM | 505-463-7501 |

Julie Gonzalez-Najar

4123 Inca St NE, Albuquerque, NM 87111 (505) 948-7177

julienajar@aol.com

PROFILE

I am a self-motivated individual with excellent interpersonal and communication skills, and a strong positive attitude. I am very detail oriented, well organized, and effective in managing numerous tasks simultaneously. I am reliable and dependable and I love to work with people.

EXPERIENCE

March 2005-Present

Doubletree Hotel/APMC

Assistant General Manager

Revenue Manager

- Supervision of 120+ employees
- Guest Services/HHonors
- Training of new hires
- Sales and Marketing
- Payroll, Accounts payables and receiveables
- Brand Standard training and implementation
- Starbucks training, inventory, & operations
- Rate controls & monitor inventory using LOS controls
- Building SRP's and group accounts
- Budgeting
- Profit & Loss Statement
- Marketing Plan

Country Inn & Suites

- Supervision of 75+ employees
- Human Resources
- Accounts Payable & Accounts Receivables
- Brand change of property
- Rate controls & Inventory

2003-2004

Howard Johnson Hotel

Sales Manager

- Qualify potential leads found through outside sales calls, site tours, and networking
- Coordinate Banquets and Meetings
- Customer Service

2000-2003

Red Roof Inns

Assistant General Manager

- Supervision of 20+ employees
- Customer Service/Reservations
- Sales and Marketing
- Payroll, Accounts payables and receiveables
- Human Resources

1998-1999

Days Inn/APMC

Front Office Manager

- Supervise Front Office Staff
- Customer Service
- Group Reservations
- Night Audit

1997-1998

Ramada Inn East

Guest Service Agent

- Customer Service
- Reservations
- Night Audit
- PBX

EDUCATION AND COMPUTER SKILLS

1997--Moriarty High School-- Diploma

2002-- Desktop Solutions--Quickbooks Certification

2005-2007--Albuquerque TVI

2005-present--Hilton Hotels--CARE President

2006--Hilton Hotels--General Manager's Certification

2006--Hilton Hotels--Continuous Improvement Process Certification

2006--Hilton Hotels--Doubletree My Way Certification

2006--Hilton Hotels--Customer Really Matters Certification

2006--Hilton Hotels--Engagement Map Trainer

2007--Hilton Hotels--OnQ Certification

2007–Hilton Hotels–HHonors Manager Certification
2007–Hilton Hotels–Revenue Management R & I Certification
2007–Hilton Hotels–“Train the Trainer” Certification
2009–Hilton Hotels–Customer Really Matters training
2009–Hilton Hotels–OnQ Revenue Management
2009–Hilton Hotels–OnQ Forecast Management

- Microsoft Office (Word, Excel, Powerpoint)
- Quickbooks, Peachtree, ADP, WebVue
- Fidelio, MSI, HSS, Pegasus, Opera, OnQ, Micros, Maitre D
- 55 wpm & 10 Key
- Bilingual in Spanish

REFERENCES

Dan Serrano-(505) 249-7449
Nancy Carnes-(505) 235-3075
Anthony Hays-(505) 573-4799
Rodrigo Campos-(505) 307-6116
April Miller-Serrano-(505) 220-1019
Christopher Armijo-(505) 573-5766

Joanna Kay Parks

5601 Taylor Ranch Dr NW

Apt #1523

Albuquerque, NM 87120

505-908-6187

j.k.parks920@live.com

Objective

Seeking challenging work that will utilize my skills in payroll, bookkeeping & administrative support.

Employment History

Payroll Specialist

June-2009 to Present *Sabio Systems*, Albuquerque, NM

- Assist in processing multi state bi-weekly & weekly payrolls for over 34,000 employees using Lawson
- Audit & process Expense Reports for weekly & bi-weekly payroll runs
- Process Manual Check Request daily
- Processed federal & multiple state W4s, perform maintenance on employee's data files
- Compose & prepare email, memos & other correspondence & documents using MS Word & Excel
- Assist facility's APPR & field employees via phone and email
- Contract position with Sun Healthcare Group

Office/Payroll Manager/Bookkeeper

May-2007 to Mar-2009 *ERS Management*, Albuquerque, NM

- Process weekly, bi-weekly, monthly & semi-monthly payrolls for various clients
- Process voluntary & mandatory withholdings: federal & state taxes, 401k, garnishments, & insurances, monthly, quarterly payroll tax filing & reporting (CRS-1, WC-1, 941s, W2s, W3s, EFTPS)
- Process workers' comp interim reports, payments & quarterly reports
- A/R, A/P, account reconciliation & miscellaneous clerical duties using QuickBooks, MS Word, Excel & Access

Probate Examiner II

May-2006 to May-2007 *CNI*, Albuquerque, NM

- Read & research probate case files for comparison & correction uses TFAS & CSS
- Correctly interpret probate judges decisions to disburse estate
- Prepare financial documents to disburse & close estate accounts; uses MS Excel, Word, & Access
- CNI is a federal contractor; current contract with the DOI Office of the Special Trustee for American Indians

Payroll Manager

Aug-2005 to Mar-2006 *MaxStaff HR Management*, Albuquerque, NM

- Processed weekly, bi-weekly, monthly, & semi-monthly payrolls for various clients
- Processed voluntary & mandatory withholdings: federal & state taxes, 401k, garnishments, & insurances
- Processed workers' comp interim reports, payments, & quarterly reports
- Performed account reconciliation & miscellaneous bookkeeping & clerical duties using QuickBooks, MS Word, Excel, & Access

Payroll Coordinator/Administrative Support Specialist

Apr-2002 to Aug-2005 *Central New Mexico Community College*, Albuquerque, NM

Payroll Coordinator duties:

- Assisted in processing bi-weekly payroll exceeding two million dollars using Banner
- Processed voluntary & mandatory withholdings: federal & state taxes, 401k, garnishments, union dues, retirement, & insurances
- Performed account reconciliation & miscellaneous clerical duties using MS Excel, Word, & Access

Administrative Support duties:

- Processed bi-weekly payroll documents; reconciled payroll & leave balances
- Managed & maintained Access databases & department personnel files
- Scheduled appointments for Associate Deans; room scheduling for meetings
- Composed memos & other correspondence, forms, documents, & presentations using MS Word, Publisher, & PowerPoint
- Assisted faculty, students, & visitors to department via telephone & in person

Processing Associate

Jun-2001 to Apr-2002 *Gap, Inc.*, Albuquerque, NM

- Processed one to two hundred manual paychecks daily using MS Excel
- Created vouchers/payroll adjustments using MS Excel
- Data entry of voucher/payroll adjustments & direct deposit authorizations on PeopleSoft

Administrative Support Specialist

Apr-2000 to Jun-2001 *Central New Mexico Community College*, Albuquerque, NM

- Processed bi-weekly payroll documents; reconciled payroll & leave balances
- Managed & maintained Access databases & department personnel files
- Scheduled appointments for Associate Deans; room scheduling for meetings
- Composed memos & other correspondence, forms, documents, & presentations using MS Word, Publisher, & PowerPoint
- Assisted faculty, students, & visitors to department via telephone & in person

Education

Aug-2000 to Dec-2002 *Central New Mexico Community College*, Albuquerque, NM

- Associate of Arts in Liberal Arts
- GPA 3.67/ Member, Phi Theta Kappa International Honor Society

Other Experience

Proficiency using Microsoft Excel, Word, Publisher, Access, PowerPoint, & Outlook, QuickBooks, Priority Pay, Creative Solutions, Lawson, Payroll Module of Banner, LotusNotes, etc. Type 45wpm, 10-key by touch.

References

References are available on request.