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| NORA A. VASQUEZ | | |
|  | 13218 Vista Brook Drive | Houston, TX 77041 | 713-336-3775 | moments\_0930@yahoo.com | |
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| ***Resourceful and dependable professional with a strong attention to detail, strong communication skills with expertise in payroll administration, including timekeeping, payroll treasury and p-card management.***   |  |  |  | | --- | --- | --- | |  |  |  | | | |
| |  |  |  | | --- | --- | --- | | * Time & attendance * Payroll reporting * Payroll treasury * Accounts funding * Dependable * Resourceful * Professional | * CITI -card management * Customer Service * Loyalty * Strong Communication Skills * Administration | * Bilingual * Organized * Fast learner * Driven | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | | |
| Employment History | | |
| *Weatherford International – Houston, TX*  *Global Corporate Card Specialist Weatherford, Houston TX* | | 2000-2024 |
| * Approving of Routing request sent in from employees for new Travel & Entrainment cards. * Approved corporate cards in CITI Website. Review the grant of authority, managers approval before completing the CITI application online. * Sorting and mailing CITI cards domestic/international * Review card Declines and determine if the MCC codes need to be added to the CITI Weatherford program * Reviewed the Procurement cards in Concur. To set as Global Procurement cards. * Upload an accounts file of all card holders by card and country. * Download monthly bank statements from CITI and prepared for intercompany. * Emailed monthly totals by country to treasury. * Customer service to employees and assisting them with their CITI applications and questions. * Assisting employees with card declines transactions. * Prepared and emailed monthly intercompany totals, by country to accounting. For intercompany reconciliation. * Sort daily card delivery.   ***Payroll Treasury efiling administrate assistant III***   * Assisted employees with Workforce Time & Attendance. For any employees who missed their clock in time. Obtained management approvals for final Payroll reports. For bi-weekly Payroll * Quarterly unemployment reports. * Wired funds to employees * Helped employees with Direct deposit set ups. * Managed the department. Metting rooms and quarterly lunches. * Worked together with maintenance department to ensure all facility requests are taken care of in a timely manner. * Research returned funds and contact employee to correct direct deposit. * Provided any services the department needed. * Set up of Wisley cards. * Customer service to our current and ex-employees. Ex employees requesting copies of their pay stubs, W2’s and Payroll documents. * Daily mail and distribution. * Continued to coordinate all internal moves. * Legal subpoena for ex -employees. Provide payroll documents * Research W-2 returns. Contact the employee for a new address to mail the original form. Or email the form once a sign document was sent in from employee. * Quarterly wage unemployment reports.   Prior Weatherford positions  ***Payroll Admin VI***  **Deferred compensation Assistant** | | |
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| * Concur (Travel and Expenses) * Wells Fargo Commercial Card System * Workforce Time Solutions * Infinium * Excel * ADP * CITI Bank * Infinium | | |
| Education | | |
| High School: Cypress Falls High school graduated 1997 | | |