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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.***

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| * 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
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| 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
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| Education |
| High School: Cypress Falls High school graduated 1997 |