

## HR ASSOCIATE MOBILIZATION COORDINATOR

### Summary

Professional with extensive experience in Human Resources in Oil & Gas Company. Want to be part of an organization that allows me to utilize my strongest skills to achieve the goals for the company, as well as my own personal goals.

### Accomplishments

- MVP Award, Houston, 2009.
- Meeting Project Client set goal of mobilizations to Escravos GTL project year end 2008.
- Training Focus The basic of Expatriate and Foreign National Taxation, Houston, 2007 Death Notification Training, KBR Employee Assistance Program, Houston, 2008.

### Skills

MS Office (Word, Excel, Outlook and powerpoint) SAP database, Applicant tracking system \* Strong organizational and Administrative skills \* Develop and implement creative solutions with cost, efficiency and deadlines. \* Articulate and effective communicator and trainer \* Committed to achieving company and personal goals and high quality performance standards.

### Experience

01/2009 to Current

Company Name 1/4 City , State

- HR Generalist Mobilized high volume employees overseas on short/long term in accompanied /unaccompanied status.
- Point of contact from the beginning till the end of expats/Inpat assignment.
- Directed and implemented human resource policies and procedures and provided guidance to field human resources managers.
- Created assignment offers compensation packages to include uplifts and base pay, per diem allocation, additional payments and benefits.
- Directed employee to employee relations, policy development, training, recruitment, payroll and benefits administration.
- Attended corporate planning meetings and assisted in re-writing international assignment policies and procedures.
- Sit in interviews and trained new employees.
- Administer the Good and Services review program twice a year.
- Evaluated new hire documents and employee evaluations, and provided extensive training to staff members.
- Prepared and presented training seminars to other HR professional.
- Assist employee issues with benefits, payroll, HR systems and Administrative issues.
- Manage regions: Germany, Kuwait, Brazil, Australia, Italy, Mexico, China, Zambia, Angola.

01/2007 to 01/2009

HR Associate Mobilization Coordinator Company Name 1/4 City , State

- Handled unemployment and workers' compensation claims, maintained personnel files, and updated the company's affirmative action plan.
- Responded with sensitivity in a timely manner to employee problems and concerns.
- Presented company policies, procedures, philosophy, and benefits to new employees.
- Attended corporate planning meetings and assisted in writing policies and procedures.
- Arranged medical appointment, assignment paperwork, travel, hotel, car rental, temporary housing and tax briefings.
- Prepared and processed personnel transfer paperwork.
- Prepared and distributed correspondence to internal and external candidates \* Apply for entry and work visas.
- Manage regions: Nigeria, Chad, Indonesia, Algeria, Canada, Qatar.

01/2005 to 01/2007

Administrative Specialist Administrative associate/ Tax assistant Company Name 1/4 City , State

- Managed the Tax Equalization Program for Expats and inpat.
- Collect check payments, verified amount and send to payroll for endorsement \* Assist expats with completing tax forms and answer questions.
- Complete check request for reimbursement of P&I on employees and IRS notices \* Initiate move notices \* Administer the Certificate of Coverage program for expats on assignment.
- Order office materials and supplies from various vendors.
- Compose and types collections letters and other correspondence by email or certified mail.
- Back up timesheet keeper and Web pan initiator.
- Codes and process invoices and overhead financial numbers.

01/2003 to 01/2005

Administrative Associate

- Provided administrative or secretarial support to a department.
- Worked to complete defined tasks in accordance with standard procedures.
- Supports general business operations by providing simply administrative support activities.
- Compiled, copies, sorted and files records of office activities, business transactions and other activities.
- collect and distribute department and employee's mail.
- Set up pouch mail for new projects.

- Took passport and visa pictures.
- Notified payroll, HR and A&F of employees new assignment or completions.
- Structured and maintained a clean and organize office area.

#### Education and Training

2007

A.A : General Studies San Jacinto College i¼ City , State General Studies

2010

B.A : Business Mgt University of Houston Downtown i¼ City , State Business Mgt

HR mgt VP - SHRM UHD chapter

#### Activities and Honors

Member, SHRM, Houston, 2009 to 2017 Member, HR Houston, 2009 to 2018 Member, Houston International HR Roundtable LLC, Houston, 2011 to 2015

#### Languages

Fluent in Spanish and English - Read, Write and Speak \*

#### Skills

administrative support, benefits administration, business operations, employee relations, process invoices, policy development, SAP, Structured