

WENSA FELIPE DE LA CRUZ

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- Background in Payroll process in Spain, Business Administration and Human Resource.
- Intermediate-High working knowledge of MS Office applications (Excel, Word, Power Point).
- Strong attention to detail and accuracy.
- Proficiency with ADP Workforce Now payroll system
- Ability to work in a fast-paced, team-based environment.
- Ability to meet deadlines.
- Basic accounting knowledge.
- Reliable, Responsible, Trustworthy, Results-driven

WORK EXPERIENCE

2022- present

SCHOOL CLERK-OCPS

- Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- Assists with the assessment and coordination of various special academic programs; picks up students and organizes groups for testing.
- Assists teachers with daily attendance in special academic programs and regular classrooms; prepares referrals and all accompanying documentation; prepares, tracks, and files home visit forms.
- Assists with the placement of new students into special academic programs; distributes copies of placement to homeroom and directing teacher.
- Prepare student assessment folders; divides assessment folders into groups and files. Assists directing teacher with taking of daily attendance for special programs.
- Prepares and assists teachers with daily activities including picking up supplies, making copies, and assisting with report card documentation.
- Orders and inventories supply and materials as required; inventories materials that are returned. Checks with attendance clerk for entry and withdrawal updates.

2021-2022

PAYROLL ACCOUNT MANAGER-TMF GROUP SPAIN

- Calculation and management of the payroll process of the assigned client portfolio (between 15 clients).
- Do the whole cycle of Spanish payroll procedures including the presentation of taxes to the governments and client question support in payroll Spanish legislation.
- Keep monthly payroll variables updated ticket restaurant, private insurance, extra hours, salary changes, vacations, etc.

2019-2020**HR SUPPORT -POLYGLOT GROUP EUROPE-BARCELONA**

- Responsible of preparing the full payroll cycle in Spain for the clients.
- Lead the implementation of improvements to the A3-Payroll module.
- Process account payable transactions into the accounting software. Respond to queries from government agencies. Complete quarterly taxes.
- Help the clients with doubts a about contract, register and the payroll process in Spain.
- International support to administrative payroll French task.
- Prepare documentation for the opening of new foreign companies in Spain

2018-2017**PAYROLL ADMINISTRATIVE- ADP EMPLOYER IBERIA-BARCELONA**

- Calculation and management of the payroll process of the assigned client portfolio (between 5-8 clients).
- Do the whole cycle of Spanish payroll procedures including the presentation of taxes to the governments
- Respond to queries from government agencies.
- Keep monthly payroll variables updated ticket restaurant, private insurance, extra hours, salary changes, vacations, etc. Complete quarterly taxes.

2017-2008**HRO/ Office assistance -GRUPO CONSTANT HEADQUARTER- BARCELONA**

- Support to internal employees on the calculation of payroll and payments.
- Attention to doubts and requirements, provide senior level administrative support to partners, planning & coordination support for training sessions. Evaluation of gross margins.
- Help internal users to use the program and solve their doubts and contract realization, sick leaves, maternity leaves, etc.
- Process employee terminations - ensuring all related transactions are completed accordingly.
- Answer the telephone and provide information to the employees. Prevention of risk coordination. Complete quarterly taxes.
- Coordinate office administrative procedures (Screen, phone calls, Fax, print, scan, file, etc.), arrange travel and make reservation.
- Contact potential applicants to arrange interviews. Advise job applicants on employment requirements and terms and conditions of employment. Recruitment On-Boarding / Off-Boarding.

OTHER INFORMATION

LANGUAGES	SPANISH/ENGLISH
BACHELOR'S IN BUSINESS ADMINISTRATOR. a) Credential evaluated by BCIT -ISES in Canada b) Credentials evaluated by AES- United States	UASD (UNIVERSIDAD AUTÓNOMA DE SANTO DOMINGO)
MASTER'S DEGREE IN MANAGEMENT AND DIRECTION OF HUMAN RESOURCES	CEF- MADRID (CENTER OF FINANCIAL STUDIES)
REFERENCES	UPON REQUEST