CURRICULUM VITAE

PERSONAL DATA

Name: María Lucía Espada
Date of birth: October 23, 1994.
Nationality : Argentine
Address: Gaspar Campos 1111, Vicente Lopez, Buenos Aires, Argentina.
Marital Status: Single
Email: luciaespada@icloud.com
Contact: 1534199437

ACADEMIC QUALIFICATIONS:

University: Finishing 3rd year of Human Resources degree . (University of Business and social sciences)

LANGUAGES:

English : Advanced (written, spoken and reading)
French: Basic level
Spanish: Native speaker

WORK EXPERIENCE:

June 2018- November 2019
Payroll Specialist (Global Eagle Entertainment)

- Work with payroll team to analyze and assess compliance with federal, state and local tax regulations.
- Work with accounting team to reconcile detail records to the general ledger payroll accounts as required.
- Participate in the preparation and review of SOX controls and documentation process.
- Prepares, processes and maintains payroll calculations; analyzes and reconciles payroll data monthly, as necessary.
- Processes payroll distribution, direct deposit and Ad hoc payroll inquiries.
- Assists payroll director/manager with various internal/external projects (Sox compliance payroll walk-throughs, worker compensation audits, etc.).
- Compiles financial, tax and payroll reports for internal and external auditors; submits to supervisor for review.
- Works closely with Payroll Manager and Payroll Specialists to review and audit payroll data.
- Cross-trains within the Payroll department, as needed.
- Interface reconcile and process payroll information received from outside sources and vendors. Ensure quality control of employee data and financial information as well as preserve data integrity of vendor data (ADP payroll feeds).
- Manager and team are outside of the country . Direct Report to Los Angeles office.

- Process global payroll with ADP Streamline.

July 2016- October 2017
Payroll Analyst (Diagnóstico Maipú por Imágenes)

- Control of absenteeism and punctuality of personnel, through the system of time control.
- Check and load of time modification parts, license notices, licenses (through supporting documentation), overtime, compensation of hours and changes of francs in the time control system.
- Perform audit of personnel records (enrollments and analysis of registrations).
- Prepare the news report for the liquidation of assets.
- Control of medical reports and follow-up of evolution.
- Control prolonged medical licenses: citation to a medical doctor's office and follow-up.
- Report accidents at work: prepare forms (extension of the complaint) and follow-up.
- Make notes of penalties for late arrivals, for absences with unjustified notice or without notice, etc., and notification.
- File and update of labor and legal documentation of the files.
- Continuous customer service.

October 2014- May 2016
Training and Development Intern (Avon products Argentina)

Main responsibilities:

- Give assistance to the trainers of the Training and Development sector.
- Coordinate courses logistics.
- Contact providers for training.
- Contact the internal client for the capabilities provided
- Control and load the assistances of the capacities to keep the database updated.
- Participate in the selection process of Zonal Managers.
- Budget control of trainings
- Analyses of the training surveys.
- Load sector expenses.

(January 2014 - June 2014)
Administrative assistant of architecture studio
Responsibilities

- Organization of employee files
- Invoices of suppliers and assembly of Excel spreadsheets.

REFERENCES:

Avon:
Eleonora Grandi – Training and Development Manager
Contact: Phone +54 11 4746 8000 Tie Line 8145

Mobile +54 11 5 809 6057

Elizabeth Carretero – Training and Development Jr Manager
Phone +5411-4746-8000 Tie Line 2282
Mobile 11-1544115313

DIGITAL COMPETENCES

Social Media: Facebook,twitter,Instagram,Youtube: Advanced level
Microsoft Word, Excel, PowerPoint: Advanced level
Adobe Reader: Advanced level Windows Movie Maker: Advanced level
Internet (Gmail, Hotmail, Icloud, Yahoo): Advanced level
Windows 7 and 10: Advanced level
Adobe Illustrator: intermediate level
Adobe photoshop: intermediate level
Concur : Advanced

OTHERS SKILLS

Coaching Training: Initial level, Advanced level , Leadership program, Master (2013)
Integral program of coaching (2015)
Photography