

Lukischa Ramos

Milwaukee, WI 53215

Experienced professional with over 10 years of experience in human resources management, accounting and real estate.

PROFESSIONAL EXPERIENCE

United Community Center, Milwaukee, WI

September 2008 – Present

UCC is a comprehensive social service agency serving the families of Milwaukee's south side.

Human Resources Director

- Assist management with recruitment, hiring and evaluation of employees.
- Plan and coordinate professional development activities for supervisors and staff.
- Develop and coordinate grievances and mediate workplace disputes.
- Oversee compensation programs to ensure regulatory compliance and competitive salary levels.
- Administers, evaluates and recommend improvements to benefits such as health, retirement, death, disability and unemployment.
- Establish and revise policy and procedures to minimize exposure to risk as well as compliance with local, state and federal regulations.
- Evaluate procedures and technology solutions to improve human resources data management.
- Ensure that actions taken on behalf of the agency are proper and follow employment, federal and state laws.
- Recommended and maintain an organizational structure and staffing levels to accomplish company goals and objectives.

United Community Center, Milwaukee, WI

May 2008 – Sept.2008

UCC is a comprehensive social service agency serving the families of Milwaukee's south side.

Financial Analyst

- Monthly journal entries.
- Daily bank reconciliation.
- Performed general ledger entries.
- Prepared daily, weekly and monthly reports related with funding sources.
- Issuing vendor checks thru Financial Edge.
- Internal audit of vendor's transactions.

Shorewest & Re/Max Realty, Milwaukee, WI

May 2005 – May 2008

Real Estate Agency dedicated to real estate, mortgages and moving assistance.

Real Estate Agent

- Assist Buyer and seller in negotiating the purchase contract and filling out related legal contracts.
- Close sellers and buyers transaction including title and loans procedures and documents.
- Translate to buyer and seller.

La Causa, Inc., Milwaukee, WI

April 2001 – May 2005

A Non-profit agency dedicated to provide children, youth and families with quality, comprehensive services to nurture healthy family life and enhance community stability.

Accounting Clerk

- Monthly journal entries.
- Assisted with payroll including answering questions to employees related to compensation and benefits.
- Daily bank reconciliation.
- Performed general ledger entries.
- Prepared daily, weekly and monthly reports related with funding sources, grants and day care billings.
- Issuing vendor checks thru visual account mate.
- Internal audit of vendor's transactions.

EDUCATION

CARDINAL STRITCH UNIVERSITY, Milwaukee, WI
Master in Business Administration, Major: Human Resources

September 2011 - Present

UPPER IOWA UNIVESITY, Milwaukee, WI
Bachelor Degree in Business Administration, Major: Accounting

September 2003 – Dec. 2008

TRAINING and CERTIFICATIONS

MRA - The Management Association, Milwaukee, WI
- Foundations for Human Resource Administration Series

November 2008

AWARDS AND RECOGNITIONS

Shorewest & Re/Max Realty, Milwaukee, WI

August 2006

- 2006 Excellence Award – Employee of the month – After 5 months of hiring after selling 1.5 million for the same month.

SKILLS

- **Computer Skills:** Microsoft Word, Microsoft Excel, Microsoft Power Point, Access, Outlook, Quick Books, Visual Account Mate, Financial Edge and Internet Research.
- **Accounting Skills:** Comprehensive knowledge of accounting and auditing principles, account payables and receivables, payroll, general ledger posting, invoicing and tax preparer.
- **General Skills:** Highly organized and quick-learning achiever who is responsible and learns quickly, able to work effectively with diverse culture, both independently and as part of a team, manage multiple projects and priorities.
- **Language Skills:** Bilingual Spanish and English.

COMMUNITY & PROFESSIONAL ORGANIZATIONS

- **Hispanic Professional Greater Milwaukee**, Milwaukee, WI – member

May 2008 to Present