

## CeeMee Lam, CHRE

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### Work History

**9-00 / Present DoubleTree Surfcomber Hotel** 1717 Collins Avenue, Miami Beach, Florida 33139

#### Director of Human Resources

Managed every aspect of human resources with a total of 110 Team Members. Recruiting, processing new hires, background checks, substance testing, status eligibility check, health-dental-vision-short term-long-term-life insurance, worker's compensation, payroll, career fairs, Team Member orientation-recognition-meetings-surveys-incentives. Community service with the CARE Committee to local elementary school, children's hospital, and local clinic. Reports: Payroll, Diversity, OSHA, CARE, RISK and Business Plan and Budget. Certified Hilton trainings: Hilton Pride, Manager's University, Harassment Free Workplace, HHonors, CRM, First Choice, Managing Legally, PERT, and Achieve Global-Leadership for Skills.

#### Southeast Human Resources Cluster Lead 2002 & 2003

Assisted fourteen Hilton Hotels Corporation managed properties (DoubleTree, Embassy Suites and Hilton) with corporate initiatives, corporate trainings and general human resources support.

**10-05 / 11-05 Florida International University, Biscayne Bay Campus** 3000 N.E. 151<sup>st</sup> Street, North Miami, Florida 33181

#### Adjunct Professor – Florida International University/Tianjin University of Commerce (Tianjin, China)

Facilitated "Hospitality Today: An introduction" in Tianjin as the first International Professor to take part of the joint international hospitality program between Florida International University and Tianjin University of Commerce.

**6-98 / 9-00 Magellan Human Resources, Inc.** 8240 N.W. 52<sup>nd</sup> Terrace, Miami, Florida 33166

#### Human Resources Manager

Managed every aspect of human resources with a total of 40 clients with a total of 200 employees. Recruitment of all levels upon client request. Processing new hires, background checks, substance testing, status eligibility check, health and dental insurance, 401 (k), short term-long term-life insurance, workers compensation, COBRA, payroll, employee risk training and employee relations. Responsible for the daily financial activity, transfers, reconciliation and billing, EOM-Workers compensation insurance, 401 (k) distribution, 940 and 941 Taxes, EOQ-Texas, California, Washington State reports, EOY-W 7 and 1099.

**2-96 / 5-98 The Ritz Plaza Hotel & The Shore Club Hotel** 1717 Collins Avenue, Miami Beach, Florida 33139

#### Human Resources Manager / Accounting Manager

Human Resources – Managed every aspect of human resources. Two properties with an average of 150 employees. Recruitment of all levels, processing new hires, orientation, payroll (ADP), health and dental insurance, worker's compensation, COBRA, and employee relations.

Accounting – Overlooking A/P and A/R Clerks, assisting the Controller with the daily operations for both properties and reconciling financial accounts.

**11-92 / 2-96 Mayfair House Hotel** 3000 Florida Avenue, Coconut Grove, Florida 33133

#### Credit Manager

Invoiced all accounts (direct billing). Involved with the Sales & Marketing, Food & Beverage, Front Office and Reservations regarding all accounts. Handled guest and group complaints, adjustments and research. Distributing weekly statements to all current or past due accounts. Responsible for the EOM reports.

#### Accounts Payable Manager

Inputting all incoming invoices for the property and the mall in HIS system. Cutting and distributing checks on a weekly basis. Responsible for the EOM reconciliation of financial accounts and updating-negotiating renewal property contracts.

### Education

Florida International University M.S. in Hospitality Management December 2007

Florida International University B.S. in Hospitality Management August 1993

Miami Dade Community College A.A. in Business Administration December 1990 with Honors