



Office Manager, Merito Group, LLC

703.734.6340

samantha@meritogroup.com

A US based certified woman owned company, Merito Group is a consulting firm providing excellence in outsourced solutions in Accounting, Consulting Services and Talent Acquisition.

INDUSTRY / SERVICE FOCUS

- Staff Augmentation
- Contract Labor
- Recruitment Process Outsourcing
- Retained and Contingent Search
- Temp-to-Hire Placement
- Human Resources Consulting

INDUSTRY EXPERIENCE

Samantha Sattrakhoun is the Office Manager for the Merito Group based in McLean, VA. She supports all members of the firm and its field personnel by managing all operations within the Tysons Corner office. She serves as the primary contact for employment verifications including reference checking, background investigations, and degree verifications.

Samantha functions as primary systems administrator for the Merito Group on multiple VMS programs by inputting data, ensuring firm compliance with all aspects of VMS paperwork and process requirements, as well as assisting with contractor interviewing and onboarding. She performs complex Internet research and is the payroll and paperwork contact for temporary and full time contractors/consultants. Samantha coordinates new employee onboarding and off-boarding, as well as verification for time and expense entry while maintaining personnel files.

Samantha is also the administrator for WWLI.org where she is responsible for planning and executing events, processing payments and registrations, coordinating with venues and vendors, managing the membership website and database, and is board communications liaison. Samantha creates the monthly newsletters for the organization, updates files and records, and organizes the board/committee portfolio, as well as other office procedures.

Samantha, a native of the Northern Virginia DC Metro area, has previously supported teams of up to fifty professionals at CST Group, Dixon Hughes Goodman, and Swart, Lalande & Associates; all local CPA firms in the DC Metro area.

PROFESSIONAL & CIVIC ORGANIZATIONS

- Washington Women's Leadership Initiative (WWLI.org), a non-profit professional education and networking association dedicated to the advancement of women in the workplace – Assistant to the Board Chair and Website administrator, 2015 – present
- Tysons Women's Book Club, Volunteer, 2016

