



AMELIA MOORE

Payroll Analyst

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PROFESSIONAL SUMMARY

Results-oriented Payroll Analyst with two years of experience in payroll processing and compliance management. Proficient in data reconciliation and analysis, with a strong ability to collaborate effectively across teams. Eager to leverage analytical skills to enhance payroll accuracy and streamline operations, contributing to organizational success.

WORK EXPERIENCE

Payroll Analyst 📅 Apr / 2024-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

- 1. Supervised payroll client support, ensuring timely responses to service inquiries.
- 2. Managed application support for payroll systems, including troubleshooting and user training.
- 3. Provided expert guidance on payroll compliance and statutory requirements.
- 4. Maintained effective communication with stakeholders to resolve payroll issues.
- 5. Collaborated with technical support and production teams to identify solutions.
- 6. Monitored client issues, ensuring resolution and satisfaction.
- 7. Facilitated ongoing client training to enhance payroll processing knowledge.

Payroll Analyst 📅 Apr / 2023-Apr / 2024
Cactus Creek Solutions 📍 Phoenix, AZ

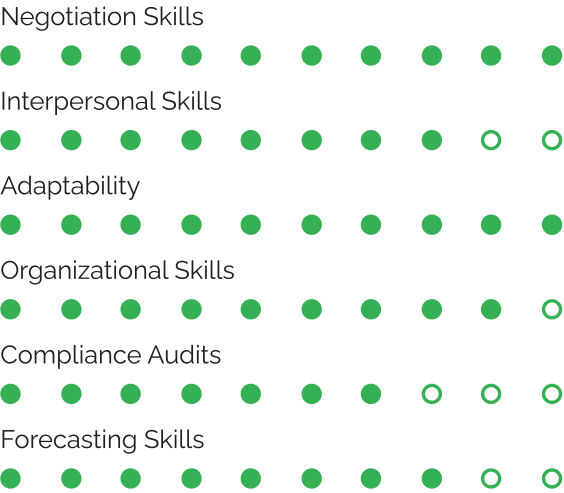
- 1. Processed employee data corrections in the ADP EV5 system, including new hires and terminations.
- 2. Addressed employee inquiries regarding payroll issues, ensuring prompt resolution.
- 3. Generated and analyzed control reports from the ADP Reports system.
- 4. Managed manual checks and timesheet processing efficiently.
- 5. Transmitted payroll data to ADP, ensuring accuracy and compliance.
- 6. Processed federal wires, taxes, and garnishments accurately.

EDUCATION

Bachelor of Science in Accounting 📅 Apr / 2022-Apr / 2023
State University 📍 Chicago, IL

Studied accounting principles, focusing on payroll management and compliance regulations.

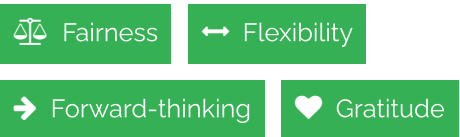
SKILLS



INTERESTS

- 🎮 Gaming
- 👜 Fashion
- 🎬 Film
- 💻 Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- ★ Reduced payroll discrepancies by 15% through meticulous data analysis.
- ★ Streamlined payroll processing time by implementing new software tools.
- ★ Achieved 100% compliance in payroll audits over two consecutive years.