

ROBERT SMITH

Administrative Payroll Assistant

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Bilingual human resource generalist with extensive knowledge, skills, and experience working in fast-paced and culturally diverse environments in a variety of corporate settings. Detail oriented, enthusiastic and resourceful in completing projects. Possess excellent communication, organizational and interpersonal skills. Able to multi-task effectively, stay organized while exhibiting a high level of diplomacy and professionalism.

EXPERIENCE

Administrative Payroll Assistant

Le Pain Quotidien - SEPTEMBER 2016 - 2019

- Utilizes TIMS software tools to perform mass updates and uploads of data into the payroll system.
- Reviews accuracy and appropriateness of all payroll input and output files.
- Examines employees payroll history to answer any inquiries and investigate any discrepancies and complaints.
- Allocates accrued overtime charges to correct stores locations.
- Processes payroll adjustments as dictated by the General Manager and District Manager.
- Coordinates off-cycle payroll processing as needed.
- Communicates with third party payroll processing company, TRINET, on payroll and tax issues.

Payroll Assistant

ABC Corporation - 2011 - 2016

- Process weekly payroll for 60+ employees.
- Related payroll balancing & reporting.
- Trained data entry & payroll clerks while under a lead position.
- Created, balanced & distributed reports for incentive program.
- Assisted in various budgetary spreadsheets.
- Conducted payroll orientation for al new hires.
- Process liens & garnishments in timely manner as required by law..

EDUCATION

- Master of Human Resources Management & Development in Human - (New York University)

SKILLS

Problem Solving/Analysis, Communication, Organization, Creativity/Innovation, Initiative, Results Focus, Organization Savvy, Self-Development, Teamwork, Interpersonal, And Negotiation Technical: Computer, And Managing Technology,.