

Robert Smith

Payroll Assistant I

PERSONAL STATEMENT

An extremely versatile professional who works well with people of all levels and diversity. Targeting a full-time position that utilizes my skills, experience, education and bilingual skills (Spanish, English) as well as challenges and opportunity for professional growth.

WORK EXPERIENCE

Payroll Assistant I

ABC Corporation - February 2008 - December 2009

Responsibilities:

- Maintain hours for approximately 200 hourly employees and assist in processing payroll.
- Process and maintain extremely confidential and sometimes sensitive information for an employee base of 3,400+.
- Record and track time for employees on Family Medical Leave that averages 30 to 60 per month.
- Process paper work for all departures/employee terminations that averages 50 to 80 per month.
- Set up all new hires that includes gathering and documenting personal information, emergency contacts, benefits selections, I9s and other tax related forms.
- Prepare and process employment verifications.
- Deliver paychecks with increases to team leaders at various building locations.

Payroll Assistant

ABC Corporation - 2003 - 2008

Responsibilities:

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classifications, and employee leaves of absence.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Explain company personnel policies, benefits, and procedures to employees or job applicants.
- Record data for each employee, including such information as addresses, weekly earnings, absences, amount of sales or production, supervisory reports on performance, and dates of and reasons for terminations.
- Provide assistance in administering employee benefit programs and workers compensation plans.
- Interview job applicants to obtain and verify information used to screen and evaluate them.
- Prepare badges, passes, and identification cards, and perform other security-related duties..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Speak, read, and write Spanish fluently.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education