

Payroll Assistant II

ROBERT SMITH

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Objective

Service-oriented Sales and Customer Service with 10+ year background in Retail Environments. Core competencies include Human Resource utilize Multi- linguals and Sales and Marketing skills as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

Skills

Microsoft Word, Excel, Excel, Customer Service Skills, Customer Service Skills, Payroll, Payroll, Social Networking, Social Networking, Creative Writing, Creative Writing.

Work Experience

Payroll Assistant II

ABC Corporation - February 2008 – December 2009

- 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.

Payroll Assistant

The Job Store - 2006 – 2008

- I do whatever is handed to me.
- Am a quick learner.
- Mostly file, do employment verifications, pick up phone calls and direct them to who they need to talk to.
- The impact I had with this job is my co workers.
- They are helpful when needed.
- Learning how to work as a team.
- Skills Used File, customer service, organizations, and typing..

Education

Diploma of Medical Coding and Billing in Medical - (Penn Foster Career College - Scranton, PA)