

ROBERT SMITH

Payroll Assistant III

info@qwikresume.com | <https://Qwikresume.com>

Proficiency in Microsoft Office and spreadsheet applications. Significant exposure to operational aspects of finance with a strong focus on financial products and services. Goal-oriented, motivated individual with an ability to work well within teams as well as individually. Good communicator with superior problem-solving and customer support skills.

2005 - 2006

PAYROLL ASSISTANT III - ABC CORPORATION

- Verify new hire, and terminated paperwork.
- Process time cards for hourly employees using Jantek software.
- Enter sick and vacation into employees record in the ADP software.
- Process direct deposits, W-4s, and deductions into the employees records.
- Handle all the garnishments checks, paperwork, and questions.
- Processed payroll reports for reconciliation.
- Process payroll checks and distribute them.

2001 - 2005

PAYROLL ASSISTANT - ABC CORPORATION

- My job in the tutoring center is to provide high quality affordable tutoring and an invaluable teaching experience.
- Participated in training to become a certified math tutor that helped address many different ways on how to provide the best service to students.
- Used the Socratic Method to provide both knowledge of the academic discipline and methods for study of that discipline.
- Payroll assistant.
- Awarded employee of the month in several occasions.
- Help students with their math homework and lead them to become independent students.
- Mathematics and Algebra tutor..

EDUCATION

Bachelor's in Information Technology - 2004(University of Phoenix - Online)

SKILLS

Configuration Management, Accounting, Bookkeeping, Tax Preparation.