

ROBERT SMITH

Personnel Payroll Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a position that will utilize my skills, abilities and experience to contribute to the company's success.

CORE COMPETENCIES

Lower-Advanced Japanese fluency Proficient in Microsoft Word, Excel, and Powerpoint
Experience with SPSS and MATLAB Organizational skills Communication skills.

PROFESSIONAL EXPERIENCE

Personnel Payroll Assistant

ABC Corporation - September 2000 – July 2009

Key Deliverables:

- Process biweekly, monthly and off cycle payroll for 5000+ Employees.
- Audit payroll records and reports in the Kronos Time and Attendance system.
- Respond to inquires from employees and interpret company policies.
- Processing of Payroll Data inclusive of time entry.
- Retroactive payment calculations, overtime calculations, wage deductions related to garnishments and payroll adjustments to ensure proper payment to employees.
- Works closely with department heads to resolve all payroll issues regarding employees pay and payroll reports.
- Comply with current payroll practices and payroll accounting practices.

Payroll Assistant

ABC Corporation - 1998 – 2000

Key Deliverables:

- Responsible for preparing and distributing employee garnishments including child support payments, alimony and IRS deductions for a multi-union, multi-state weekly payroll for over 2300 employees using Viewpoint 6.
- Maintained reports reflecting garnishments and made weekly wire bank deposits.
- Processed and balanced weekly garnishment deductions and submission via Expert w Pay ith various federal, state, local and consumer offices.
- Responsible for setting up paycards and direct deposits for payroll.
- Entered new hires and rehires in Viewpoint 6.
- And processed employees paperwork including I9s and W4s for accuracy and compliance according the federal law.
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EDUCATION

ROBERT SMITH

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- October 1995(Thompson Institute - Harrisburg, PA)

