

# Robert Smith

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## Payroll Assistant

### SUMMARY

Highly self-motivated person with a keen interest in finance and accounting. My accomplishments span throughout my college education. I am highly creative and recognized as a results-oriented and solution-focused individual. Areas of strength include: Focus and continual learning Meticulous Analytical and problem solving skills Stress/time management skills.

### SKILLS

Microsoft excel, Microsoft Office.

### WORK EXPERIENCE

#### Payroll Assistant

Little Flower Children And Family Services Of New York - 2014 - 2019

- Responsible for all Payroll functions such as collecting, calculating, entering data, compiling summaries of earnings, tax deductions and other duties.
- Answer questions and change requests resolving payroll discrepancies.
- Maintained payroll information by collecting, calculating and entering data.
- Update payroll records by entering changes in exemptions, deductions, salary and job title and department promotions and transfers.
- Determines payroll liabilities by calculating employee federal and state income.
- Resolves payroll discrepancies by collecting and analyzing information.
- Provides payroll information by answering questions and requests.

#### Payroll Assistant

ABC Corporation - 2013 - 2014

- I processed new employee applications.
- Ran reports.
- Entered time cards.
- Completed employee job verifications.
- I believe I had a good impact during my time at this job.
- Dont believe in leaving a job unfinished.
- Skills Used The skills that I demonstrated on this job are, typing, 10-key, inputting things into the computer, Word, Excel, and the ability to xerox and collate papers..

### EDUCATION

Computer Applications - (Long Island Business Institute)