

HR/Payroll Assistant

ROBERT SMITH

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Objective

To obtain long-term employment with growth potential where I can contribute my skills and enthusiasm to benefit my employer and be of service to others.

Skills

Spanish, Microsoft Excel, Quickbooks.

Work Experience

HR/Payroll Assistant

ABC Corporation - 2012 - 2015

- Responsible for the planning, organization and administration of the payroll function.
- Primary responsibilities include Accurate and timely processing of a bi-weekly payroll.
- Develop and maintain all payroll information systems.
- Evaluate and implement internal control procedures.
- Recommend changes needed to ensure the safeguarding of all payroll and confidential information.
- Research, develop, and implement changes to payroll-related policies and procedures providing training and direction to management and staff as needed.
- Establish and maintain an accurate and organized recordkeeping system.

PAYROLL ASSISTANT

ABC Corporation - 2008 - 2012

- Receive audit sheets for posting payroll.
- Sort and distribute mail.
- Stuff and sort checks and packages.
- Scan audit sheets to be filed.
- Enter New Hire information into system.
- Audit New Hires and Changes.
- Process garnishments for terminated employees..

Education

Bachelor of Arts in Information Systems - (ECKERD COLLEGE - Saint Petersburg, FL)