

ROBERT SMITH

Payroll Assistant/Quality Control

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Phone: (0123)-456-789

SUMMARY

Clerical professional with experience in general office work and excellent customer service skills seeking for a full time position with the possibility to grow. Personal strengths include self-sufficiency, team worker, and fast learner.

SKILLS

Microsoft Office Application; Written & Verbal Communication; Office Equipment Operations; Time Keeping; Interviewing; Interpersonal; Organizational.

WORK EXPERIENCE

Payroll Assistant/Quality Control

ABC Corporation - February 2003 – August 2011

- Under general direction, processes time records and payroll deductions in accordance with college and government guidelines.
- Compute and record payroll data using ADP payroll system.
- Reviews and sets up selected payroll deductions according to Human Resources Information Systems guidelines and program parameters.
- Complete payroll adjustments and corrections as necessary.
- Sorts and mails checks, time/attendance records and cards, and labor reports for distribution; maintains appropriate distribution lists.
- Handled basic administrative payroll duties including but not limited to, telephone reception, copying, data entry, filing, and faxing.
- Liaise directly with management regarding employee timecards.

Payroll Assistant

ABC Corporation - 2002 – 2003

- Input and performed analysis of timesheets for 350+ employees on a daily basis.
- Exported payroll data into Great Plains accounting system for payroll processing.
- Assisted manager with payroll audits.
- Allocated billable and non-billable overtime hours for proper billing purposes.
- Manually configured child support, wage and tax garnishments.
- Prepared and submitted monthly payroll analysis for cost reporting to Controller.
- Updated federal and state tax withholding, direct deposits and benefit deductions..

SCHOLASTICS

- Bachelor of Arts in Sociology - (WAYNE STATE UNIVERSITY - Detroit, MI)