

Robert Smith

Payroll Assistant/Contracts Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

PERSONAL STATEMENT

Administrative support professional offering versatile office management skills and proficiency in Microsoft Office programs. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

WORK EXPERIENCE

Payroll Assistant/Contracts Coordinator

ABC Corporation - 2001 - 2007

Responsibilities:

- Maintain payroll information by collecting, calculating, and entering data.
- Update payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department transfers.
- Prepare reports by compiling summaries of earnings, taxes and deductions.
- Resolve payroll discrepancies by collecting and analyzing information.
- Provide payroll information by answering inquiries and requests.
- Maintain employee confidence and protect payroll operations by keeping information confidential.
- Responsible for biweekly direct deposit transfers.

Payroll Assistant

ABC Corporation - 1999 - 2001

Responsibilities:

- Responsible for all phases of multi-state, union and non-union payroll for 1,500 employees.
- Improve vacation/sick process and reporting.
- Evaluate alternative garnishment process and recommend outsourcing solutions.
- Process data-input HR (PPLUS) export to PNP (Payroll).
- Process daily termination payments.
- Process employment verification and wages Process month-end General Ledger posting.
- Handle daily management inquiries..

Education