

## Objective

A business professional with expertise in Human Resource and Administrative service, utilized past experiences as a Human Resource Lead and Relationship Banker dedicated to 100% customer service satisfaction with excellent interpersonal and communication skills; exemplified thorough knowledge of customer and personal services, sales and marketing, economic and accounting principles; seeks employment with your prestigious institution.

## Skills

Microsoft office, Customer Service, Payroll, Data Entry, Typing, Filing.

## Work Experience

### Personnel/Payroll Assistant

**Old Line Bank** - August 2014 – 2019

- Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Conduct new hire orientation for all employees including senior level executives.
- Process paperwork and complete the onboarding process for all new employees to the bank including enrollment for benefits, 401k retirement services, employee stock purchase program etc.
- Compute wages and deductions, and enter data into KTBS and Novatime programs.
- Assist in special projects at the direction of the Human Resource Assistant and the Director of Human Resources.
- Issue and record adjustments to pay related to previous errors or retroactive increases Act as backup receptionist for the Human Resources Department and executive offices.

## PAYROLL ASSISTANT

**PROJECT CONCERN INTERNATIONAL** - 2013 – 2014

- Monitoring Finance Department mail, deleting unnecessary email, compose letter & memos, update needed contacts to list, & participate in team meetings.
- Responsible for preparation journal entries, vender record maintaining, check packages, pay records, creating new accounts in payroll Enters LDS and ADP payroll register data into payroll spreadsheet for review.
- Maintain various spreadsheets like Daily balancing, Postage Permits, phone list, etc.
- Performs other project task as assigned.
- Audit and process credit card bills Match invoices to checks, obtain all signatures for checks and distribute checks accordingly 1099 maintenance Respond to all vendor inquiries Reconcile vendor statements, research and correct discrepancies Assist in.
- Aware organization policy & procedures.
- Participating & assisting organization events..

## Education

Bachelors of Arts in Business Administration - 1996(Norfolk State University-Norfolk - Norfolk, VA)