

ROBERT SMITH

Lead Payroll Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Customer service professional with over 5 years in several types of customer service. I am a good communicator, very friendly, and always provide superior customer service that leaves the customer satisfied.

CORE COMPETENCIES

Configuration Management, Payroll, Microsoft Office, 10 Key By Touch 55 WPM, Customer Service, Data Entry, ADP, QuickBooks.

PROFESSIONAL EXPERIENCE

Lead Payroll Assistant

ABC Corporation - 2005 – 2006

Key Deliverables:

- Verify new hire, and terminated paperwork.
- Process time cards for hourly employees using Jantek software.
- Enter sick and vacation into employees record in the ADP software.
- Process direct deposits, W-4s, and deductions into the employees records.
- Handle all the garnishments checks, paperwork, and questions.
- Processed payroll reports for reconciliation.
- Process payroll checks and distribute them.

Payroll Assistant

ABC Corporation - 2003 – 2005

Key Deliverables:

- Kept accurate records of all employee files with personnel data and government documents.
- Kept accurate and organized files of clients.
- Data entry of new employee information, and time card readings.
- Made new time cards weekly for all employees.
- Contacted EDD with any new employee records.
- Ran weekly payroll for about 150 employees.
- Answered phone calls regarding employee verifications and unemployment benefits..

EDUCATION

Bachelors of Science in Information Technology in Computer Science -
2007(University of Phoenix - La Mesa, CA)

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