

Robert Smith

Senior Payroll Assistant

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Highly qualified Payroll Assistant with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

SKILLS

Experienced working in fast-paced, organizational skills, and flexible.

WORK EXPERIENCE

Senior Payroll Assistant

ABC Corporation - July 2008 - July 2011

Responsibilities:

- Processed bi weekly payroll for 5000+ employees via ADP E-time and Ulti Pro.
- Received and processed weekly time reports (WTRs), change of status form, court order documents and reports.
- Updated changes in employment pay status and other payroll related information.
- Process employee data changes, ensuring all transactions are accurate and within the service level agreement.
- Processed off-cycle checks set up garnishments, child support orders and requested check reversals from the bank.
- Entered employees bonuses, severance payout (termination status changes), and vacation payout, made calculations and adjustments for overpayments.
- Set up terminated participants and coordinate enrollments.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Payroll Assistant

ABC Corporation - 2004 - 2008

Responsibilities:

- Payroll processing for all working students, customer service, processing of temporary employee payroll, international student payroll liaison, train student employees, process job board postings for students, archiving of payroll records, general office duties, filing, copier, customer service, telephones, calculator, problem solving, research and report processing.
- I paid all students that worked on the SOU campus.
- If there was a problem with a students pay, I took care of it quickly and correctly.
- Also paid the temporary employees that worked on campus.
- Was a very dedicated employee, hard working with very few mistakes.
- The reason I left was that my position was part of the budget cuts.
- Skills Used Public contact, data entry, mail processing, research, problem solving, staff scheduling and training, document creation, record maintenance, payroll processing, general office duties..

REFERENCES

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

Education

- 2004(Anne Arundel Community College)