

Robert Smith

Payroll Assistant/Facility Security Officer

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SUMMARY

Administrative professional with strong success in Office Organization and Customer Service positions. Detail-oriented and reliable with ability to coordinate multiple responsibilities and projects. Organization and administration: Managing multiple complex information resources and systems, records, documents and account information. Preparing budgets, administering grants. Meeting planning and scheduling.

SKILLS

Word, Excel and PowerPoint Adobe forms Verbal Communication Skills Payroll PeopleSoft Outlook Office Procedures and Equipment.

WORK EXPERIENCE

Payroll Assistant/Facility Security Officer

Blessed Home Care Service - August 2014 - 2019

- Responsible for high volume payroll with multi-state and garnishments.
- Review Windows-based Payroll and HR system to generate semi-monthly payroll.
- Maintained database with current employee information.
- Uploaded files and performed batch balancing on time, attendance records, reviewed and input employee business expense reimbursements, maintained vacation and sick time balance.
- Coordinated with Human Resources Department to insure all employees are paid accurately and on time.
- Completed employment verifications and certificate.
- Interfaced with all levels of staff and provide guidance and support relating to payroll policies and practices.

Payroll Assistant

ABC Corporation - 2011 - 2014

- Utilize computer and typewriter for various tasks.
- Organization and maintenance of files.
- Inputting data for instructions to obtain necessary authorizations.
- Correlating and disseminating for outside agencies.
- Routing calls to appropriate payroll/HR personnel.
- Assist in auditing reports generated by payroll.
- Assist new employees in getting acquainted with payroll personnel, duties and responsibilities..

EDUCATION

A.A.S. in Criminal Justice - (TESST College of Technology - Alexandria, VA)