



# AVA DAVIS

Payroll Consultant

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## PROFESSIONAL SUMMARY

A motivated Payroll Consultant with two years of experience specializing in payroll administration and compliance. Adept at resolving discrepancies, optimizing payroll processes, and ensuring adherence to regulations. Committed to enhancing operational efficiency through effective collaboration with cross-functional teams and delivering high-quality service.

## WORK EXPERIENCE

### Payroll Consultant

📅 Feb / 2024-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Processed semi-monthly payroll for over 500 employees, ensuring accuracy for hourly and salary payrolls.
2. Managed year-end reporting, including W-2 generation and distribution.
3. Resolved payroll discrepancies by collaborating with managers and employees.
4. Directed new employee onboarding in ADP Workforce Now, facilitating smooth access to payroll systems.
5. Maintained employee time and attendance records, updating exceptions as needed.
6. Generated comprehensive financial reports for each payroll cycle, supporting budgeting and forecasting.
7. Assisted Finance with bank reconciliation and payroll-related billing processes.

### Payroll Consultant

📅 Feb / 2023-Feb / 2024

Crescent Moon Design

📍 Portland, OR

1. Processed semi-monthly payrolls for over 1500 union and non-union employees across North America.
2. Reviewed and processed Payroll Change Forms to reflect accurate employee data.
3. Maintained organized employee files, ensuring compliance with record-keeping regulations.
4. Provided timely verification of employment letters upon request to support employees.
5. Produced various reports, including payroll, headcount, and benefits, for management review.
6. Responded promptly to payroll and benefits inquiries from employees and managers via email and phone.

## EDUCATION

### Bachelor of Science in Accounting

📅 Feb / 2022-Feb / 2023

State University

📍 Phoenix, AZ

Focused on accounting principles, payroll systems, and financial reporting.

## SKILLS

Proficient In Payroll Software



Strong Interpersonal Skills



Payroll Reconciliation



System Implementation



Vendor Management



## INTERESTS

🎮 Gaming

👜 Fashion

🎬 Film

💻 Technology

## STRENGTHS

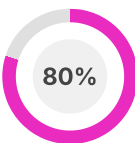
⚖️ Fairness

↔️ Flexibility

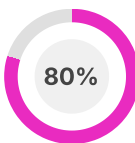
➡️ Forward-thinking

❤️ Gratitude

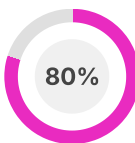
## LANGUAGES



English



French



Russian

## ACHIEVEMENTS

- ★ Successfully processed payroll for over 500 employees, ensuring timely and accurate payments.
- ★ Streamlined the year-end reporting process, reducing discrepancies by 30%.
- ★ Collaborated with managers to resolve payroll issues, enhancing approval efficiency by 20%.