

# ROBERT SMITH

## HR & Payroll Coordinator

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### SUMMARY

To secure a position which allows flexibility and growth, in a professional environment, that allows me to utilize my talents and abilities to the fullest.

### CORE COMPETENCIES

Payroll coordinator, Payroll coordinator, Accounting.

### PROFESSIONAL EXPERIENCE

#### HR & Payroll Coordinator

ABC Corporation - May 2004 – June 2006

##### Key Deliverables:

- Supervised and directed payroll operations in the biweekly processing of multi-State, and foreign payroll for approximately 450 employees.
- Constantly searched for methods to improve operations.
- Ensuring an accurate gross to net calculation; transmitting calculations to ADPs server for processing; verifying payroll totals and distribution of statements and checks to employees.
- Maintaining and updating personnel information of employees Masterfile data, i.e. tax withholding forms, deposit information, home address, work location, etc.
- Setting up and maintaining levies, garnishments, Savings Bonds and other deductions.
- Calculating and distribution of final payouts to exiting employees.

#### Payroll Coordinator

U.S. Water Corp - 2003 – 2004

##### Key Deliverables:

- Processed bi-weekly payroll for approximately 450 employees.
- Processed new employee paperwork.
- Updated employee deductions, arrears and refunds Enter and maintained employee deductions, employee personnel changes and, process terminations.
- Tracked and managed employee garnishments, employment verifications, and responded to employee inquiries.
- PTO reporting, tracking and adjustments..
- Created manual check requests for termination pay, adjustment pay, merit increases and retro pay 401 K posting to Nationwide and maintain accuracy in deductions.
- Macdill Fringe Benefits and Certified Payroll reporting.

### EDUCATION

- B.A. in Business Administration - 1990(Southern University at New Orleans - New Orleans, LA)