ROBERT SMITH

Payroll Intern

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

SUMMARY

Highly organized and motivated 3rd year college student with 5 years' customer service experience. I am trustworthy, dependable, and work well in any type of environment. I work efficiently and effectively to insure all tasks are handled in order to meet deadlines.

CORE COMPETENCIES

Microsoft Office Suite; Final Cut Pro; Avid; Adobe Illustrator; Soundtrack Pro; HTML/CSS; Javascript.

PROFESSIONAL EXPERIENCE

Payroll Intern

ABC Corporation - May 2016 – August 2016

Key Deliverables:

- Learned, demonstrated, and carried out payroll processes using ADP applications.
- Communicated with Income Tax and Unemployment agencies in over 40 states to update and renew information.
- Worked with HR Intern in gathering feedback from Interns on their experiences throughout the summer.
- Promoted changes that would benefit next years interns.
- Organized activities for the Intern group to participate in.
- ex) volunteering, resume building workshop.
- Filed employee Term paperwork, employee checks, and any other necessary paperwork.

Payroll Intern

Delta Corporation - 2012 – 2016

Key Deliverables:

- Provided clerical assistance Inputted data into the database Filed billing/invoice information Organized mail and paperwork Answer phone calls and .
- Gathered, scanned, and filed various confidential company documents for the supervisor in order to increase office resource efficiency and to allow .
- Processing three bi-weekly payrolls and a semi-monthly payroll Prepares and processes all company payroll in a timely and accurate manner Review and .
- Executed high volume, full-scale payroll functions.
- Processed child support claims, employee raises, and the general payroll cycle Performed weekly audit of the labor costs in approximately 380 Subway .
- Audited each employee file to update incomplete and missing paperwork in a timely manner Entered hours in Paychex Preview for non-exempt employees .
- Process 35-50 Red Carpet onboarding tasks, daily, for employee Federal W-4 forms and State forms with strict confidentiality and in compliance with .

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EDUCATION

GED

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