



ETHAN MARTINEZ

Payroll Processor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

With over 7 years of specialized experience in payroll processing, I excel in managing multi-state payroll operations, ensuring compliance, and optimizing payroll workflows. My expertise includes utilizing ADP and QuickBooks to enhance accuracy and efficiency. Committed to maintaining confidentiality, I strive to build trust and uphold financial integrity within organizations.

WORK EXPERIENCE

Payroll Processor

📅 Feb / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Record and maintain employee information, including vacation, personal, and sick leave records.
2. Compile and verify employee time, production, and payroll data from various sources.
3. Process payroll for multi-state employees, ensuring accurate and timely disbursement of wages.
4. Manage garnishments and other payroll deductions in compliance with legal requirements.
5. Coordinate with HR to maintain accurate employee records in the HRIS.
6. Assist in payroll audits and prepare reports for management review.
7. Provide exceptional customer service by addressing payroll inquiries from employees promptly.

Payroll Processor

📅 Feb / 2018-Feb / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Perform complex calculations and clerical duties to prepare payroll data for processing.
2. Process exception items and manage special payroll handling requirements.
3. Respond to employee inquiries regarding salary adjustments and deductions efficiently.
4. Maintain payroll records and generate statistical reports for management use.
5. Calculate wages, vacation payouts, and termination payments accurately.
6. Ensure adherence to safety protocols while executing payroll processes.

EDUCATION

Bachelor of Science in Accounting

📅 Feb / 2015-Feb / 2018

University of Springfield

📍 Phoenix, AZ

Studied accounting principles, payroll management, and financial reporting.

SKILLS

Time And Attendance Tracking



Data Analysis



Report Generation



Wage And Hour Laws



Direct Deposit Processing



INTERESTS

🏊 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

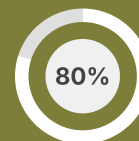
💼 Stewardship

👥 Teamwork

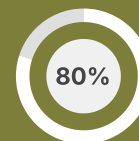
🔗 Tenacity

👁 Vision

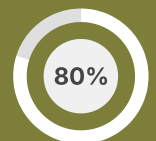
LANGUAGES



English



Arabic



Swahili

ACHIEVEMENTS

★ Streamlined payroll processing, reducing errors by 20%.

★ Successfully managed payroll for over 500 employees across multiple states.

★ Implemented new payroll software, enhancing operational efficiency by 30%.