

AVA DAVIS Sr. Administrator, Payroll

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Payroll Systems Management

Record Keeping

Financial Reporting

Labor Laws Knowledge

Compensation Analysis

Wage Garnishments



DIY Projects

% Crafting

O Meditation

m History

STRENGTHS







Integrity

LANGUAGES





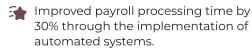


English

German

French

ACHIEVEMENTS





PROFESSIONAL SUMMARY

Seasoned Payroll Administrator with a decade of extensive experience in payroll operations, compliance, and system optimization. Expert in managing complex payroll systems, ensuring regulatory adherence, and enhancing operational efficiency. Dedicated to fostering a positive work environment through effective payroll strategies and employee support.

WORK EXPERIENCE

Sr. Administrator, Payroll

Feb/2019-Ongoing

Maple Leaf Consulting

Toronto, ON

- 1. Processed payroll for over 600 multi-state employees using UltiPro, ensuring accuracy and compliance.
- 2. Streamlined timesheet review process, reducing review time by 50% and improving efficiency.
- 3. Converted manual timesheet corrections to an electronic system, enhancing turnaround time.
- 4. Identified and resolved issues during the payroll system transition from Costpoint to Ultipro.
- 5. Provided troubleshooting support for payroll and timekeeping inquiries, improving employee satisfaction.
- 6. Generated detailed reports for PTO, deductions, and special leaves using advanced Excel skills.
- 7. Reconciled federal and state accounts, ensuring accuracy in payroll deductions and reporting.

Senior Payroll Administrator

m Feb / 2015-Feb / 2019

Crescent Moon Design

₽ Portland, OR

- 1. Delivered comprehensive salary, deduction, and leave information to employees, enhancing communication.
- 2. Played a key role in the Ceridian Dayforce HCM implementation, ensuring a smooth transition.
- 3. Administered payroll for over 1,200 employees, handling all aspects of payroll processing.
- 4. Managed payroll for 200 retail locations, addressing inquiries and resolving issues promptly.
- 5. Verified unemployment and employment records, ensuring correct W-2 and W-2c reconciliation.
- 6. Analyzed payroll reports to ensure accuracy in employee compensation and deductions.

EDUCATION

Bachelor of Science in Accounting

University of California

■ Denver, CO

Focused on financial reporting, taxation, and payroll systems.



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