



AVA DAVIS

Sr. Administrator, Payroll

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Payroll Systems Management



Record Keeping



Financial Reporting



Labor Laws Knowledge



Compensation Analysis



Wage Garnishments



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English

German

French

🌟 ACHIEVEMENTS

🌟 Improved payroll processing time by 30% through the implementation of automated systems.

🌟 Achieved 100% compliance during audits by refining payroll procedures and documentation.

👤 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

📅 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

📅 Feb / 2012-Feb / 2015

University of California

📍 Denver, CO

Focused on financial reporting, taxation, and payroll systems.