

MIA TAYLOR

Senior Payroll Administrator

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Seasoned Senior Payroll Administrator with a decade of expertise in payroll processing, compliance, and system optimization. Recognized for enhancing payroll accuracy and efficiency while ensuring strict adherence to regulations. Passionate about implementing innovative solutions that streamline operations and elevate employee satisfaction.

WORK EXPERIENCE

Senior Payroll Administrator Feb / 2018-Ongoing
Seaside Innovations Santa Monica, CA

1. Conducted regular audits of payroll data to ensure accuracy and compliance with policies.
2. Generated payroll reports for management, highlighting trends and discrepancies.
3. Coordinated payroll projects adhering to specific guidelines for the school system.
4. Collaborated with state retirement programs to ensure compliance and accuracy.
5. Created diverse reports for departmental and external stakeholder use.
6. Worked closely with accounting to reconcile payroll discrepancies.
7. Partnered with IT to ensure seamless payroll system integration and functionality.

Senior Payroll Administrator Feb / 2015-Feb / 2018
Cactus Creek Solutions Phoenix, AZ

1. Accurately processed bi-weekly payroll for over 6,000 field employees across 230+ locations using Great Plains.
2. Managed weekly and semi-monthly payrolls for over 20,000 employees across multiple jurisdictions.
3. Responded to inquiries regarding garnishments and leave of absence in a timely manner.
4. Provided payroll and HR support for approximately 120 employees, ensuring compliance.
5. Utilized Kronos for payroll processing: reviewed and entered time sheet adjustments, submitted deductions.

EDUCATION

Bachelor of Science in Accounting Feb / 2012-Feb / 2015
University of California Seattle, WA

Studied accounting principles, payroll management, and taxation.

SKILLS

- System Implementation
Vendor Management
Technical Skills
Microsoft Excel
Data Analysis

INTERESTS

- Home Brewing Wildlife Conservation
Running Public Speaking

STRENGTHS

- Willingness Wisdom
Zeal Ingenuity

LANGUAGES

- English Polish Russian

ACHIEVEMENTS

- Successfully reduced payroll processing errors by 25% through system enhancements.
Implemented a new payroll system that decreased processing time by 30%.