

Objective

To gain employment with a well-established, growing company that would benefit from the job experience. The inventor of the world's first clock is punished for trying to measure God's greatest gift.

Skills

Microsoft Excel, Microsoft Windows.

Work Experience

Timekeeper/Technician

ABC Corporation - October 2001 – July 2002

- Timekeeper My primary responsibilities were to maintain on-site scaffold tracking and payroll.
- Reviewed daily Exxon Mobil gate logs with Brand sign-in sheets.
- Created Excel spreadsheets to track man-hours/O.T, and prepare timesheets for KBR & Exxon supervision approval.
- Maintained JSAS, incident reports and attendance records.
- Periodically assisted the personnel office with payroll preparation, new hire procedures, and benefit distribution.
- Computed total time worked by employees, using calculator and computer, posted time worked to master timesheet and routed timesheet.
- Submitted invoices for Labor, Per Diem, Materials, and Consumables.

TIMEKEEPER

ABC Corporation - 1996 – 2001

- PROJECT TIMEKEEPER - Processed daily time records for craft workers.
- Processed weekly payroll runs.
- Processed QNSP documents for new hires.
- Trained craft foremen on using eTrack timekeeping system.
- Active participant on safety committees.
- Maintained a Department of Energy & Security Clearance..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education